RISK MANAGEMENT FOR COVID-19, OPERATING INSTRUCTIONS

All Politecnico di Milano staff and people (suppliers, contract workers, visitors, etc.) who access areas within the University must follow the instructions set out in this document. These instructions are in line with the indications of the World Health Organization, to which you should refer for further details. The correct application of these measures is aimed at containing the contagion and therefore protecting the health, not only of individuals, but of the entire community. Therefore, we encourage everyone to act with a sense of responsibility and maximum cooperation.

The indications given in this document do not apply to institutional activities (e.g. research laboratories, etc.), where SARS-CoV-2 virus is used, or matrices contaminated by it.

ACCESS TO THE UNIVERSITY

Access to the University is granted to staff, as decided upon by their manager (Head of Service, Manager, Department Manager).

Access for external staff (customers, suppliers, essential visitors) is allowed only when strictly necessary, it being understood that these persons must comply with all company rules, including those relating to access to the University’s premises.

Before entering the University, everyone (teaching, technical and administrative staff, external company workers, students, guests, etc.), will have their temperature taken by staff specifically authorised by the Employer and adequately trained. Should the temperature be higher than 37.5°C, access will not be allowed and the worker will promptly contact his or her doctor, for the necessary formalities.

For the purposes of temperature measurement management, access to the University will be allowed only during the following hours:

- from Monday to Friday, from 8.00 to 20.00;
- Saturdays from 8.00 to 14.00.

Anyone who enters the University must self-certify:

a) that they are not subject to isolation,

b) that they are not aware of having had any contact in the last 14 days with:
   - persons who have tested positive for COVID-19,
   - persons from areas at greater risk or with particular restrictions, as defined by national legislation and regional authorities.

This self-certification must be sent daily, before entering the University.

• For workers:
  by means of an online statement available from the University under the heading: “Risk mitigation self-certification form”;

• For external staff:
  at the address: autocertificazione-temperatura@polimi.it.
For external companies, professionals and operators who are called to carry out activities at the University, the self-certification must also include the indication of the facility which they will visit and the name of the contact person. The self-certification form must be signed by the employer. Everyone (Politecnico and non-Politecnico staff) entering the University must wear protective equipment as set out by the regulations in force (currently a surgical mask or equivalent). This equipment, having been mandated by the legislature for the purposes of free movement, remains the responsibility of the worker himself.

Drivers working for third parties must remain in their own vehicles and are not allowed to enter the offices unless they wear a surgical mask, and must respect the interpersonal distance requirement of at least 1 metre from employees.

Movement within the University must be limited to the minimum necessary.

HYGIENE AND HEALTH MEASURES

Each worker must comply with the following health and hygiene measures indicated by the health authorities (Ministry of Health, WHO, etc.):

- Wash your hands often with soap and water (the procedure is shown in the appendix). Contact with soap should last at least 20 seconds before rinsing with water, preferably warm water; alternatively use an alcohol-based disinfectant solution (alcohol concentration must be at least 60%). Use disposable paper towels.

  Hands must always be sanitised in the following situations:
  - Before entering and before leaving common workspaces, to avoid contamination of handles, buttons and other commonly used objects.
  - Before putting on your mask and after taking it off.
  - Before putting on gloves and after taking them off.
  - Before using drinks, coffee, snack dispensers etc.
  - Before using work equipment that is also used by others (e.g., telephones, equipment, etc.).
  - Before and after preparing/receiving envelopes, parcels, etc.
  - Before consuming food and drink.
  - Before and after going to the bathroom.
  - After sneezing and/or coughing.

  To this end, automatic hand sanitising gel dispensers have been made available in each building and in the common areas.

- Internal staff must not come into contact with the PDA/smartphone of any external couriers/transporters making deliveries to the University.

- Staff who receive objects, parcels, documents (logistics, libraries, mail, etc.) must wear disposable gloves (https://www.youtube.com/watch?v=np-BpMvZeeMeature=emb_logo) when handling these objects, and must sanitise hands frequently.

- Staff must avoid close contact, and all forms of contact such as hugs, handshakes, etc., and in particular contact with people suffering from acute respiratory infections.
In general, in social and work situations, staff must maintain an interpersonal distance of at least 1 metre. This distance must be maintained both in the working environment (office, laboratory, meeting rooms, etc.) and in the common areas (break areas, bars, canteen, garden, etc.). The length of time spent in these areas should be as short as possible.

If the activity requires working at an interpersonal distance of less than 1 metre, the use of masks and frequent hand sanitisation is mandatory. In any case, it is essential to reduce work at close quarters to that which is strictly necessary.

Respect Respiratory hygiene: cover your nose and mouth if you sneeze and/or cough. Sneeze and or cough into a handkerchief or your elbow, avoiding hand contact with respiratory secretions.

Avoid shared use of bottles, glasses, cutlery, etc..

Do not touch your eyes, nose or mouth with unwashed hands.

In the offices and laboratories used by several people in different shifts, when the work is finished, each worker must personally sanitise the shared equipment and surfaces (e.g. counter, shelf, desk, mouse, telephone, keyboard, etc.). As a guide, for most materials, disinfectants such as 62-70% ethanol, 0.5% hydrogen peroxide, or 0.1% sodium hypochlorite are effective. In any case, pay attention to the compatibility between materials and disinfectants used and, if necessary, identify the most suitable product for the equipment used. In particular for the Laboratories, given the specific nature of the equipment, it will be necessary to follow the sanitisation procedures indicated by the Laboratory Manager.

It is advisable to wear long sleeves and trousers during work. This precaution also applies when using public transport.

The use of lifts and service elevators is allowed as prescribed by the posted signs, and the use of masks is mandatory. In any case, priority will be given to pregnant women and people with motor difficulties.

Wherever possible, windows should be opened to allow the air in the rooms to circulate.

Each worker is also required to report any shortcomings or critical issues, and any non-compliance with these measures, to his or her Manager/General Manager.

ACTIVITIES IN CONTACT WITH THE PUBLIC

In compliance with the Prime Ministerial Decree and regional regulations, activities in contact with the public must be reduced to what is strictly necessary.

Among the preventive measures to be taken are:

- the operator should keep at least 1 metre away from the user and between the various users;
- repeated and thorough cleaning of surfaces with water and detergents, followed by the application of disinfectants based on 0.1% sodium hypochlorite or 70% ethanol;
- provision of hand sanitising gel dispensers, containing alcohol gels with an alcohol concentration of 60-85%;
- adequate dissemination of information materials for hand hygiene, respiratory hygiene and social distancing;
- staff coming into contact with the public must wear an unvalved FFP2 mask or equivalent. This PPE must be worn during the period of activity, when coming into close contact with external staff. When wearing a mask, the specific procedures described in the attachment must be followed;
- reduction and regulation of user access so as to avoid the simultaneous presence of more than one person;
- frequent exchange of air in rooms open to the public

CLEANING AND DISINFECTION

For cleaning of environments (e.g. workstations, offices, means of transport) where cases of COVID-19 have been present, the University has established a specific sanitisation procedure that can be activated by the AGIS [Infrastructure and Services Management Area], upon reporting the event

USE OF MASKS

Surgical masks are not considered as personal protective equipment (PPE), but are useful for limiting contamination by a person with respiratory symptoms (coughing, sneezing, etc). The WHO recommends using a surgical mask:
- if you suspect that you have contracted COVID-19 and have symptoms such as coughing and sneezing
- if you are assisting a person with suspected COVID-19 infection.

According to current legal provisions and risk assessment, it is mandatory to wear a surgical mask:
- while working, if it is not possible to maintain a distance of more than 1 m between people.
- if there are several people in a closed, restricted environment with little possibility of air exchange, if an interpersonal distance of more than 1 m cannot be guaranteed.
- when using elevators;
- if you suspect you are sick or if you’re caring for sick people.

Using a mask helps to limit the spread of the virus, but it must be used in addition to other respiratory and hand hygiene measures. It is not useful to wear several masks on top of each other. In order to be effective, the masks must be worn, removed and disposed of properly. Incorrect use can increase the risk. Consequently, the following instructions must be followed scrupulously (https://www.youtube.com/watch?v=FxBEieimnzc#action=share):

- Before wearing a mask, clean your hands with an alcohol-based disinfectant or soap and water (contact with soap should last at least 20 seconds before rinsing with water, preferably hot).
- When covering the mouth and nose, make sure there are no gaps between the face and the mask.
- Avoid touching the mask while using it and, if you do, clean your hands thoroughly with an alcohol-based detergent or soap and water.
- Replace the mask with a new one if it becomes wet. Do not reuse disposable masks.
- To take off the mask: remove it without touching the front, and dispose of it. Clean hands with an alcohol-based detergent or soap and water.
ATTACHED ARE THE CRITERIA INDICATED BY THE MINISTRY OF HEALTH FOR THE DEFINITION AND IDENTIFICATION OF THE TYPES OF CONTACT.

PEOPLE WITH RESPIRATORY SYMPTOMS (COUGHING, DYSPNOEA, ETC.) AND/OR FEVER (TEMPERATURE GREATER THAN 37.5°C) ARE OBLIGED TO STAY AT HOME AND LIMIT SOCIAL CONTACT AS MUCH AS POSSIBLE. THEY SHOULD ALSO CONTACT THEIR DOCTOR.

IT SHOULD BE REMEMBERED THAT THE CURRENT REGULATORY PROVISIONS HAVE ESTABLISHED AN ABSOLUTE BAN ON LEAVING ONE'S HOME OR RESIDENCE, FOR PERSONS SUBJECT TO QUARANTINE BY THE HEALTH AUTHORITIES, OR THOSE WHO HAVE TESTED POSITIVE FOR THE VIRUS, OR WHO ARE AWAITING THE OUTCOME OF THE SWAB TEST.

IN ACCORDANCE WITH THE PRIME MINISTERIAL DECREES OF 26 APRIL 2020; WORKERS RETURNING TO WORK, WHO HAVE ALREADY TESTED POSITIVE FOR COVID 19, MUST UNDERTAKE A MEDICAL EXAMINATION BY THE COMPANY PHYSICIAN IN ORDER TO VERIFY THEIR SUITABILITY FOR WORK. THE WORKER MUST SEND IN ADVANCE TO THE COMPANY PHYSICIAN, A NOTICE CONCERNING THE MEDICAL CERTIFICATION, WHICH SHOWS THAT THE SWAB TEST WAS NEGATIVE, AS ISSUED BY THE RELEVANT REGIONAL PREVENTION DEPARTMENT.

PLEASE NOTE THAT FOR INFORMATION, THE NATIONAL PUBLIC UTILITY NUMBER 1500, THE REGIONAL TOLL-FREE NUMBERS LISTED BELOW, THE TOLL-FREE NUMBERS OF THE INDIVIDUAL LOCAL HEALTH CARE COMPANIES HAVE ALL BEEN SET UP, AND YOU SHOULD CONTACT YOUR GENERAL PRACTITIONER OR THE CONTINUITY OF CARE SERVICE:

- Campania: 800 90 96 99
- Emilia-Romagna: 800 033 033
- Friuli-Venezia Giulia: 800 500 300
- Lazio: 800 11 88 00
- Lombardy: 800 89 45 45
- Marche: 800 93 66 77
- Piacenza: 0523 317979
- Piedmont: 800 333 444
- Autonomous province of Trento: 800 86 73 88
- Apulia: 800 71 39 31
- Tuscany: 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

VULNERABLE WORKERS

ALL WORKERS WHO CONSIDER THEMSELVES TO BE "PARTICULARLY VULNERABLE", AND IF THEY BELIEVE THEY NEED MORE PROTECTION, CAN REPORT THEIR STATUS (WITHOUT INDICATING THE PATHOLOGY) TO THE PREVENTION AND PROTECTION SERVICE (sicurezza-spp@polimi.it), IN ORDER TO HAVE AN ASSESSMENT OF THE NEED FOR ADOPTION / IMPLEMENTATION OF THE ORGANISATIONAL MEASURES PROVIDED FOR IN THE PRIME MINISTERIAL DECREES 08/03/2020 ART.1, CC. 7; PARAGRAPH A).

THE REPORTS RECEIVED WILL BE FORWARDED TO THE COMPANY PHYSICIAN FOR THE APPROPRIATE EVALUATIONS AND, TO SEND HEALTH ADVICE TO THE EMPLOYER.

ATTACHED IS A LIST OF SITUATIONS FOR WHICH A WORKER COULD BE CONSIDERED TO BE IN A PARTICULARLY VULNERABLE CONDITION.
DEALING WITH A SYMPTOMATIC PERSON AT THE UNIVERSITY

- If a person present at the University develops a fever (T > 37.5°C) and/or symptoms of respiratory infection (cough, sore throat, difficulty breathing, etc.), he/she must immediately inform (by telephone or other means at a distance) his/her Manager and the first-aid staff in charge, so that they can proceed with his/her isolation and contact the Company physician.
- The person in question must immediately put on a surgical mask; if they do not have one, it will be provided by the first aiders.
- If the first-aid officer has to enter the room and approach the person (this is not recommended and should only happen if strictly necessary and at the request of the health authorities), he must wear PPE, i.e.: mask (FFP2 or FFP3 or equivalent and, if not available, a surgical mask), gloves, goggles or a face shield (face shields supplied with fireproof PPE are also suitable).
- If other people are present in the room, they should also immediately put on a surgical mask.
- The potentially infected person and those present in the same room must be isolated (in the absence of dedicated spaces, the room itself will be used), and then await the instructions of the Company physician.
- First aiders will contact the Company physician.
- First aiders shall provide the references of such persons to the Prevention and Protection Service, for the necessary formalities.
- Subsequently, the person in charge of the facility will sanitise the room and the areas frequented by the symptomatic person (e.g. bathrooms, other offices, etc.) in coordination with AGIS.
- These areas must remain isolated until they are sanitised, and for the following 24 hours.
- Once help has been provided, employees must sanitise reusable PPE (e.g. goggles or face shields) before storing it and carry out other hygiene practices (e.g. hand cleansing)
- The symptomatic person should cooperate with the Prevention and Protection Service (and his/her General Manager/Manager) to identify 'close' contacts in the workplace. While waiting for their test results, as a precautionary measure these persons should not attend the University.

For all other situations (e.g. sickness, accident) in which the intervention of first aid workers may be necessary, the indications given in the PEL remain valid, and the following measures must in any case be adopted:

- If it is necessary to approach the person to be assisted, the first aiders must wear PPE (surgical mask, gloves, goggles) as a precautionary measure.
- After assistance has been given, the workers must apply the hygiene measures already described in the previous paragraph (cleaning and sanitisation of non-disposable PPE and hands.)
DEFINITION OF CONTACT

- Close contact with high risk of exposure:
  - a person who lives in the same house as someone with COVID-19;
  - a person who has had direct physical contact with someone with COVID-19 (e.g. shaken their hand);
  - a person who has had unprotected direct contact with the secretions of someone with COVID-19 (e.g. touching used paper handkerchiefs with bare hands);
  - a person who has had direct (face-to-face) contact with someone with COVID-19, at a distance of less than 2 metres, and lasting more than 15 minutes;
  - a person who has been in a closed environment (e.g. classroom, meeting room, waiting room, vehicle) with someone with COVID-19 for at least 15 minutes, at a distance of less than 2 metres;
  - a healthcare professional or other person providing direct assistance to someone with COVID-19, or laboratory staff handling samples of a COVID-19 case without the use of recommended personal protective equipment (PPE) or with the use of unsuitable PPE;
  - a person who has travelled seated in the two seats adjacent, in any direction, to someone with COVID-19 on an aircraft, his or her travelling companions or caregivers and crew members in the section of the aircraft where the index case was seated (if the index case has severe symptoms or has moved within the aircraft resulting in increased passenger exposure, consider all passengers seated in the same section of the aircraft or throughout the aircraft as close contacts).

Information on COVID-19

- Refer to the following sources:
  - Lombardy Region [https://www.regione.lombardia.it/wps/portal/istituzionale/HP/coronavirus](https://www.regione.lombardia.it/wps/portal/istituzionale/HP/coronavirus)
  - INAIL [www.inail.it](http://www.inail.it)
  - Italian Ministry of Health [http://www.salute.gov.it/nuovocoronavirus](http://www.salute.gov.it/nuovocoronavirus)
  - Italian National Institute of Health [https://www.epicentro.iss.it/coronavirus/](https://www.epicentro.iss.it/coronavirus/)
PROCEDURE FOR HAND WASHING

The procedure to follow for hand washing is described at the following link
https://www.youtube.com/watch?v=qh9X4ENh6bE) or, similarly:

1. Pour enough solution into the palm of your hand to cover the entire surface of your hands
2. Rub your hands palm against palm
3. Rub your left palm over the back of your right hand, intertwine your fingers and vice versa
4. Rub your palms together well
5. Rub the backs of your hands with your fingers
6. Rub your right thumb while holding it in the palm of your left hand and vice versa
7. Rub while rotating the fingers of the right hand back and forth in the palm of the left hand and vice versa
8. Rub the wrist back and forth between the fingers of the right hand on the left wrist and repeat for the right wrist
9. Once dry your hands are clean

1. Wet your hands well with water
2. Apply enough soap to cover the entire surface of the hands
3. Rub your palms together well
4. Rub your left palm over the back of your right hand, intertwine your fingers and vice versa
5. Rub the back of your fingers against the opposite palm while keeping your fingers close together
6. Rub your hands palm to palm back and forth, intertwining the fingers of your right hand with those of your left hand
7. Rub your right thumb while holding it in the palm of your left hand and vice versa
8. Rub while rotating the fingers of the right hand back and forth in the palm of the left hand and vice versa
9. Rub the wrist back and forth between the fingers of the right hand on the left wrist and repeat for the right wrist
10. Rinse hands thoroughly with water
11. Thoroughly dry your hands with a disposable towel
12. Use a disposable towel to turn off the tap

With soap and water it takes 60 seconds

With an alcohol solution it takes 30 seconds
INSTRUCTIONS FOR THE CORRECT USE OF THE FFP2/FFP3 MASK

HOW TO WEAR THE FILTER HALF-MASK

1. Insert the elastic bands into the clasps, hold the mask in your hand, with the nose-clip towards the fingers and the elastic bands at the bottom
   2. • place the mask under the chin
        • lower elastic behind the back of the neck under the ears;
        • upper elastic behind the head and above the ears.
   3. Adjust the tension by pulling back the rubber band flaps
   4. Using both hands, shape the nose-clip
   5. To release the tension, press on the inside of the serrated buckles
   6. Check the grip of the mask before entering the work area
CONDITIONS OF PARTICULAR VULNERABILITY

By way of example, but not exhaustive, it is stated that “conditions of particular vulnerability” include:

- People over 60 years of age
- Pregnant women
- People with chronic respiratory diseases (including severe asthma, bronchopulmonary dysplasia, cystic fibrosis and chronic obstructive pulmonary disease)
- Those with diseases of the cardiovascular system, including congenital and acquired heart disease
- People with diabetes mellitus and other metabolic diseases (including obesity with BMI > 30)
- Those with chronic renal/surrenal insufficiency
- People with hematopoietic organ diseases and hemoglobinopathies
- People with tumours
- Those with congenital or acquired diseases leading to poor antibody production, drug- or HIV-induced immunosuppression
- People with chronic inflammatory diseases and intestinal malabsorption syndromes
- People suffering from pathologies associated with an increased risk of aspiration of respiratory secretions (e.g. neuromuscular diseases)
- People with chronic hepatopathies
- People with pathologies for which major surgical interventions are planned

N.B. In case of a lack of data, the company physician may ask the employee to provide further medical documentation useful to prove the condition of particular vulnerability