



## **RISK MANAGEMENT FOR COVID-19 WORKPLACE CONTAGION MITIGATION PLAN**

This procedure applies to the work activities of the Politecnico di Milano, with the exception of teaching activities. During this phase, no students are expected to be present at the University for this activity.

### **AIM**

In anticipation of the restructuring of work activities and the presence of workers and users that will occur with phase 2 of the COVID-19 epidemic management, a Plan for the control of virus exposure and transmission has been prepared, based on the results of the risk assessment, with the aim of:

- providing all staff with the information, procedures to be followed and controls to be used, necessary to enable them to carry out their work safely;
- ensuring adequate hygienic and safety conditions, in accordance with the provisions of the competent authorities;
- monitoring and managing the action plan as the situation develops.

### **FIELD OF APPLICATION**

All Politecnico di Milano staff and those who access it (suppliers, contract workers, visitors, etc.) must follow the instructions given in this document.

This document DOES NOT APPLY to specific risks in general and, in particular, to those workers who, for professional reasons (e.g. research laboratories, consultancy, etc.), may deliberately use or be exposed to this biological agent (SARS-CoV-2 virus). In this case, the measures to be adopted for the specific activity will be defined on the basis of the biological risk assessment, pursuant to Title X of Legislative Decree 81/2008, to be carried out by the RADRL [person in charge of Teaching and Research Activities]/manager for safety purposes.

### **RISK CLASSIFICATION FOR WORKERS**

SARS-CoV-2 virus has been classified by the WHO as belonging to danger group 3.

During an epidemic outbreak, occupational exposure risk may vary depending on the type of activity, according to the classification reported in the model-based methodology developed on the O\*NET database of the US Bureau of Labor of Statistics (source O\*NET 24.2 Database, U.S. Department of Labor, Employment and Training Administration):

- a) Low Risk of exposure: in activities that do not require contact with people infected (or those suspected of being infected) with SARS-CoV-2, nor frequent close contact (within 1m from) with the public and other colleagues.
- b) Medium-low risk of exposure: activities involving frequent and/or close contact (within 1 m from) with possible potential infections. Activities involving frequent contact with the public or colleagues.
- c) Medium to high risk of exposure: healthcare activities that involve close contact with infected individuals.



- d) High risk of exposure: activities involving exposure to high concentrations of the virus (laboratory activities, collection and handling of infected samples, healthcare activities involving aerosol formation).

According to this classification, work activities at the University involve a low or, limited to certain activities, a medium-low risk of contagion.

The measures are divided into organisational measures and prevention and protection measures, and within these fields both administrative or mainly office activities and experimental or laboratory research activities are included.

### ORGANISATIONAL MEASURES

**In defining the measures to be implemented to reduce any risk, one can prevent and protect oneself. In general, and at this stage in particular, priority is given to preventive measures, i.e. all measures that limit the possibility of close interpersonal contact.**

**Therefore, where possible, and where the impact on the work organisation is minimal or irrelevant, it is preferable to carry out the work in an "agile" way (teleworking and remote working). The evaluation of the activities that can continue to be carried out in an agile manner is delegated to the heads of service, supervisors, person in charge of Teaching and Research Activities and laboratory managers, subject to agreement with the relevant managers, management heads and owners of the research activity.**

**For activities that cannot be carried out remotely or for situations, even temporary, that require the presence of workers at the headquarters, we will proceed as follows.**

<b>Management of areas</b>	
<b>Restriction of access to the workplace</b>	<ul style="list-style-type: none"> <li>• 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 detected temperature be higher than 37.5°C, access will not be allowed, and the worker will promptly contact his or her doctor, and follow their instructions.</li> <li>• For the purposes of temperature measurement management, access to the University will be allowed only during the following hours:             <ul style="list-style-type: none"> <li>• from Monday to Friday, from 8.00 to 20.00;</li> <li>• Saturdays from 8.00 to 14.00.</li> </ul> </li> <li>• Workers (Professors, Technical/administrative staff, PhD students, research fellows, undergraduates, trainees and others with equivalent qualifications) who enter the University must self-certify that they are not subject to isolation and that they have not been in contact with people who have tested positive for COVID-19 or who come from areas at greater risk or with particular restrictions as defined by national legislation and regional authorities in the last 14 days. This <a href="#">declaration</a> is made by filling in a special declaration available on the online services under the heading: "Risk mitigation self-certification form".</li> <li>• Access is limited to customers, suppliers, and essential visitors, who will be obliged to comply with all company rules, including those for access to the University's</li> </ul>



	<p>areas as stated below.</p> <ul style="list-style-type: none"><li>• External companies, professionals and operators who are called upon to carry out activities at the University must self-certify, with their employer's signature, that the staff who will carry out activities at the Politecnico are not in isolation, and have not had close contact with infected (or suspected to be infected) persons in the last 14 days. This self-certification should be sent daily to the address: <a href="mailto:autocertificazione-temperatura@polimi.it">autocertificazione-temperatura@polimi.it</a>.</li><li>• Drivers working for third parties must remain in their own vehicles and are not allowed to enter the offices unless they wear a mask, and must respect the interpersonal distance requirement of at least 1 metre from employees.</li><li>• Internal staff must not come into contact with the PDA/smartphone of any external couriers/transporters making deliveries to the University.</li><li>• Movement within the University must be limited to the minimum necessary.</li></ul>
<b>Common areas</b>	<ul style="list-style-type: none"><li>• Access to common areas (break areas, canteens, bars, gardens, study areas, etc.) is regulated, with a limit on the maximum number of people present at the same time, a reduced time limit and a safety distance of at least 1 metre between people occupying the spaces.</li><li>• The use of lifts and service elevators is allowed as prescribed by the posted signs. Priority will be given to pregnant women and people with motor difficulties, and the use of a mask will be required.</li></ul>

<b>Organisation of working hours</b>	
<b>Organisation of activities</b>	<ul style="list-style-type: none"><li>• In accordance with the indications dictated by the law and the governing bodies, the return to service of the University's workers is permitted. The term "workers" includes not only teaching staff and technical and administrative staff but also postdocs, PhD students and scholarship holders in general.</li><li>• The presence of staff in the offices/laborators/workspaces must be regulated in order to ensure that the safety distance (greater than 1m) is respected, including by reviewing the layout of the premises or by temporarily moving workstations to different spaces (meeting rooms). If this requirement cannot be guaranteed, the use of agile working methods (including shift work) is encouraged. The organisation of the activities is carried out by the head of service, person in charge or laboratory manager in agreement with the manager, administration manager - relevant Department Head.</li><li>• If the activity requires working at an interpersonal distance of less than 1 metre, the use of masks and frequent hand sanitisation is mandatory. However, it is necessary to reduce work at close quarters to the absolute minimum.</li></ul>
<b>Front office activities</b>	<ul style="list-style-type: none"><li>• Front office activities should be as limited as much as possible. Where it is not possible to carry out the service remotely, the counters must be organised in such a way as to guarantee a distance of more than one metre between the operator and the user. In accordance with the times and means of supply, counters will be equipped with separation screens</li></ul>



<b>Meetings</b>	<ul style="list-style-type: none"> <li>Meetings and staff training courses (even those which are mandatory) are not allowed where it is not possible to guarantee a minimum distance between staff of at least 1 metre; conference calls, streaming tools and e-learning or distance learning is preferred. Only staff awareness training on operational instructions and procedures related to the state of crisis will be allowed, while observing the appropriate distances.</li> </ul>
<b>Trips and travel</b>	<ul style="list-style-type: none"> <li>All national and international trips/travel, even if already agreed and organised, shall be suspended and cancelled, unless they are for ensuring continuity of service and previously authorised by the University</li> </ul>

## PREVENTION AND PROTECTION MEASURES

Each Facility must provide the appropriate PPE for its staff and supervise the application of the measures listed.

<b>Training and information</b>	
<b>Staff information</b>	<ul style="list-style-type: none"> <li>The behavioural, organisational and prescriptive aspects contained in this procedure, together with the operating instructions, must be communicated to all staff before they return to work.</li> <li>Any updates must be communicated, by the means deemed most effective, to all workers and other users of the University.</li> </ul>
<b>Access for external staff</b>	<ul style="list-style-type: none"> <li>The contents of this procedure and the operating instructions for external staff must be communicated to them before they enter the University.</li> <li>This document must be integrated as an attachment in the DUVRI [Interference Risk Assessment Documents] drawn up and agreed with suppliers</li> </ul>
<b>Training courses</b>	<ul style="list-style-type: none"> <li>Failure to update professional and/or qualifying training within the time limits provided for all company roles in terms of health and safety in the workplace, due to the emergency in progress and therefore due to force majeure, does not make it impossible to continue to perform the specific role (by way of non-exhaustive example: emergency personnel and those in charge may continue to supervise and intervene in case of need; warehouse/cart operators may continue to work with handling equipment)</li> </ul>
<b>Contract services (cleaning, canteens, bars, etc.)</b>	<ul style="list-style-type: none"> <li>AGIS and Area Campus Life will inform the companies that provide these services of the provisions for the maintenance of the hygiene measures to be taken, to protect the University staff</li> <li>Staff working in canteens and bars must wear the obligatory PPE (gloves and masks) during opening hours and food/beverage preparation</li> </ul>
<b>Notice boards, website and TV monitors</b>	<ul style="list-style-type: none"> <li>Information from public authorities and official communications from the University must be visible and accessible to all, and are published on the website, in the entrances of the Facilities, in the most visible places on the premises, on notice boards or on TV monitors in the Facilities</li> </ul>



<b>Hygiene and sanitisation</b>	
<b>Hand disinfection prior to access</b>	<ul style="list-style-type: none"><li>• All persons entering the University must disinfect their hands before entering the common work areas.</li><li>• Automatic hand sanitising gel dispensers have been made available in each building.</li><li>• In accordance with organisational aspects and procurement possibilities, at least one hand sanitising gel dispenser will be available in each office or work environment. Before leaving the premises, all workers must sanitise their hands. This makes it possible to keep handles, door surfaces, and push-button panels—that the worker uses after leaving the workplace—sanitised for a longer period of time during the day.</li><li>• Each facility promotes hand hygiene, by washing with soap and water in the bathrooms, by making an antiseptic hand disinfectant available, mainly in common areas (entrances, common areas such as meeting rooms or break areas) and in every office or workplace.</li></ul>
<b>Common areas</b>	<ul style="list-style-type: none"><li>• Canteen and bar rooms, where present, must be equipped with a special hand-disinfection dispenser and the service staff must observe the hygiene instructions at the highest level in addition to wearing the required PPE</li><li>• Periodic sanitisation must be guaranteed in addition to the daily cleaning already required in common areas.</li></ul>
<b>Sanitisation in the University and laboratories</b>	<ul style="list-style-type: none"><li>• For cleaning and sanitation, it is the task of the AGIS, in connection with the needs expressed by the facilities and the policies in progress, to maintain, using the instruments provided for in the procurement contracts, a constant level of cleaning and sanitation appropriate to the evolution of the epidemiological situation and related regulatory provisions, in order to ensure the most necessary safety requirements.</li><li>• On the basis of the managers' requests, in the offices and laboratories used by several people in different shifts, a disinfectant product can be supplied directly to the staff who will sanitise the areas at the end of the shift or after the use of specific equipment.</li><li>• The laboratory managers, in collaboration with the management, will be responsible for defining correct procedures for sanitising the equipment in order to guarantee the safety of the staff carrying out the sanitisation and to maintain its correct functioning and availability for all operators. They will also be tasked with assessing the suitability of the sanitising products used and agreeing the supply of the products with their General Manager.</li></ul>



<b>Use of masks and PPE</b>	
<b>Access to the University</b>	<ul style="list-style-type: none"><li>• All persons accessing the University must wear the devices prescribed by law; to date, surgical masks or equivalent, in accordance with the provisions of the legislator and the supervisory bodies. This equipment, having been mandated by the legislature for the purposes of free movement, remains the responsibility of the worker himself.</li><li>• The above obligation also applies to all staff, visitors, guests, students, suppliers and third party workers who for any reason need to access the Politecnico areas.</li><li>• If the work requires operating at an interpersonal distance of less than 1 metre, the use of masks and frequent hand sanitisation is mandatory. However, it is necessary to reduce work at close quarters to the absolute minimum. These devices, being linked to work requirements, will be provided by the administration.</li></ul>
<b>Personal hygiene precautions</b>	<ul style="list-style-type: none"><li>• Staff must follow a substantial hand hygiene routine and be aware of the importance of and procedures for washing their hands thoroughly and effectively before and after going to the bathroom, before and after lunch, before entering the University, etc. using special disinfectant gel.</li><li>• These precautions must be scrupulously adopted by staff who receive items, parcels, documents (logistics, libraries, mail, etc.).</li></ul>
<b>Disposable gloves</b>	<ul style="list-style-type: none"><li>• Disposable gloves must be available for the staff mentioned in the previous point.</li></ul>
<b>Bodily contact</b>	<ul style="list-style-type: none"><li>• Staff are advised to wear long sleeves and trousers for work, and to avoid any form of contact (handshakes, kisses on the cheek, hugs, etc.).</li><li>• Staff must follow instructions on how to prevent the virus from being transmitted and be aware of it, limiting contact with colleagues.</li></ul>
<b>Masks</b>	<ul style="list-style-type: none"><li>• All staff attending the workplace will be provided with surgical masks and are required to wear them when working with others in a closed and restricted environment, particularly if they cannot maintain a distance greater than 1 m. Staff coming into contact with the public must wear an unvalved FFP2 mask or equivalent. The specific procedures for wearing masks must be followed, as set out in the Attachment in the Operating Instructions document.</li></ul>
<b>Supply of PPE and hygienic material</b>	<ul style="list-style-type: none"><li>• Each Facility Manager shall identify in advance the type and quantity of PPE (masks, gloves, sanitising gel) required to carry out the activities, estimating the number of people who shall be present, and shall inform the AGIS of these requirements.</li><li>• Based on the University's policies and actual availability, the AGIS will purchase and distribute these products to the various Facilities.</li><li>• The procurement and supply of PPE related to the specific risk of work activities, and therefore not related to the COVID emergency, remain the responsibility of the relevant facility.</li></ul>



Health Monitoring	
<b>Management of health monitoring</b>	<ul style="list-style-type: none"><li>• During the periodical Health Monitoring, both the Company physician and the staff must wear a mask at the time of the examination.</li><li>• In the waiting room there will be both masks, to be worn before the examination, and sanitising gel (to be used before putting on the mask).</li><li>• Examinations are by appointment. Staff must respect the indicated timetable to avoid overcrowding in the waiting room.</li><li>• If there is already 1 person in the waiting room, please wait for your turn in the corridor outside the surgery, always respecting the distance of at least 1 m</li></ul>
<b>Reports</b>	<ul style="list-style-type: none"><li>• In accordance with national legislation and competent authorities, the Prevention and Protection Service collects any reports of cases concerning staff and directly or indirectly related to the crisis, for the necessary formalities.</li></ul>
<b>Vulnerable workers</b>	<ul style="list-style-type: none"><li>• All workers who consider themselves to be "PARTICULARLY VULNERABLE", and if they believe they need more protection, can report their status (<b>without indicating the pathology</b>) to the Prevention and Protection Service (<a href="mailto:sicurezza-spp@polimi.it">sicurezza-spp@polimi.it</a>), in order have an assessment of the need for adoption / implementation of the organisational measures provided for in the Prime Ministerial Decree 08/03/2020 art.1, c. 7; letter a) or the possible abstention from work. The reports received will be forwarded to the company physician for the appropriate evaluations and, and to send health advice to the employer.</li><li>• Attached is a list of situations for which a worker could be considered to be in a particularly vulnerable condition.</li></ul>

Prevention of outbreaks	
<b>Task force</b>	<ul style="list-style-type: none"><li>• Since February 2020, an internal task force (the Monitoring Unit, consisting of the Rector, Director General, Prevention and Protection Service Manager, Vice Rector, Deans, Managers) has been working to continuously assess the various critical issues and take the necessary measures to resolve the problems that arise as the situation evolves. An e-mail account has been set up, <a href="mailto:monitoraggio@polimi.it">monitoraggio@polimi.it</a>, to collect reports and requests to be submitted to the task force.</li></ul>
<b>Disease reporting system</b>	<ul style="list-style-type: none"><li>• All workers and those who, for various reasons, work at the Politecnico di Milano, must remain at home if they have a fever (<math>\geq 37.5</math>) or flu symptoms. In this event, they should contact their GP.</li></ul>
<b>Dealing with a symptomatic person at the University</b>	<ul style="list-style-type: none"><li>• If a person present at the University develops fever and symptoms of respiratory infection, he or she <b>must</b> immediately inform his or her supervisor and the first-aid staff.</li><li>• The person in question, and, if necessary, those present in the same room, must be isolated, pending the instructions of the health authorities.</li><li>• First aiders will contact the University's Company physician and follow their advice.</li><li>• Subsequently, the Head of the Structure will arrange the sanitisation of the area, coordinating with the AGIS.</li></ul>



## KEY DOCUMENTATION

<b>Documentation to support the training/information of staff</b>	
<b>Operating instructions and procedures</b>	<ul style="list-style-type: none"><li>• All staff must receive the operating instructions and procedures drawn up during the state of emergency.</li><li>• The Facility Managers must ensure that workers and external staff / suppliers comply with these procedures/instructions.</li><li>• For this purpose, the following document has been drawn up: '<i>Risk management for COVID19 - Operating instructions</i>'</li></ul>

Please note that the national public utility number **1500** has been activated for information.

For the University's offices, please see the list of regional toll-free numbers:

- ✓ Emilia-Romagna: 800 033 033
- ✓ Lombardy: 800 89 45 45
- ✓ Piacenza: 0523 317979

## REFERENCE DOCUMENTS

- Decree DD 50537 of 23-03-2020 and subs. amendments
- 'Risk management for COVID19 - Operating instructions' - Prevention and Protection Service
- Order of the Ministry of Health of 21/02/2020
- Order of the Ministry of Health of 23/02/2020
- DECREE LAW 23 February 2020, n. 6 "Urgent containment measures and management of the epidemiological emergency due to COVID-2019"
- Prime Ministerial Decree of 25/02/2020
- Prime Ministerial Decree of 08/03/2020
- Prime Ministerial Decree of 09/03/2020
- Prime Ministerial Decree of 11/03/2020
- Shared protocol for the regulation of measures to combat and contain the spread of the Covid-19 virus in the workplace, 14/03/2020
- Order of the Ministry of Health and the Ministry of the Interior, 22 March 2020
- Prime Ministerial Decree of 22/03/2020
- Prime Ministerial Decree of 01/04/2020
- Prime Ministerial Decree of 11/04/2020
- Technical paper on possible restructuring of SARS-CoV-2 containment measures in workplaces, and prevention strategies
- Lombardy Region Ordinance 546 of 13.05.2020



## ATTACHMENT

# 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**