



Guidelines for COVID-19 emergency management at the University

Contents

INTRODUCTION	4
AIM	4
FIELD OF APPLICATION	4
RISK CLASSIFICATION	4
GENERAL RULES	5
Risk prevention procedure for work-related activities	7
HEALTH MONITORING	10
EMERGENCIES	10
OPERATING INSTRUCTIONS	12
HYGIENE AND HEALTH MEASURES	12
ACTIVITIES IN CONTACT WITH THE PUBLIC	13
CLEANING AND DISINFECTION	14
USE OF FACE MASKS	14
DEALING WITH A SYMPTOMATIC PERSON AT THE UNIVERSITY	15
University teaching management procedure	16
INTRODUCTION	16
GENERAL RULES	16
RULES OF CONDUCT DURING TEACHING	17
Air processing system management procedure	19
INTRODUCTION	19
CENTRAL SYSTEM	19
USER-CONTROLLED SYSTEMS	19
FOCUS ON STAFF	20
FINAL NOTES	20



Access procedure for workers from external companies;

22

CONDITIONS OF PARTICULAR VULNERABILITY

22



ANNEX 1	22
CONDITIONS OF PARTICULAR VULNERABILITY	22
ANNEX 2	23
CAMPUS ACCESS AND TEMPERATURE CONTROL AS OF 14/09/2020	23
ANNEX 3	25
ANNEX 4	26
Management of suspected or confirmed positivity cases during the performance of teaching activities	26
CASE 1	26
CASE 2	27
ANNEX 5	29
DEFINITION OF CONTACT	29
ANNEX 6	30
PROCEDURE FOR HAND WASHING	30
ANNEX 7	31
INSTRUCTIONS FOR THE CORRECT USE OF THE FFP2/FFP3 FACE MASK	31
ANNEX 8	32
MANAGEMENT OF SUSPECTED OR CONFIRMED POSITIVITY CASES DURING THE PERFORMANCE OF WORK-RELATED ACTIVITIES	32
CASE 1	32
CASE 2	33
RETURNING TO WORK	Error. The bookmark is not defined.



INTRODUCTION

AIM

In anticipation of the restructuring of work activities and the presence of workers, students, users and guests, in order to better manage the COVID-19 epidemic prevention measures, a Plan for the control of virus exposure and transmission has been prepared, based on the results of the risk assessment, with the purpose of:

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

FIELD OF APPLICATION

All Politecnico di Milano staff and students, and those who access the University (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

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 1 m from them) with the public and other colleagues.
- b) Medium-low risk of exposure: activities involving frequent and/or close contact (within 1 m from a person) with possible potential infected subjects. 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 and the performance of institutional activities entail a low or, limited to certain activities, medium-low risk of contagion.

Measures are defined based on current activities and divided into various procedures:

- risk prevention procedure for work-related activities.
 - OPERATING INSTRUCTIONS
- Teaching management procedure.
- Air processing system management procedure.
- Access procedure for workers from external companies.
-

GENERAL RULES

Staff, students, guests and external workers must comply with applicable and valid national and local regulations. Everyone is responsible for keeping themselves constantly updated, and is required to observe all applicable regulations to contribute to reducing the risks of the COVID-19 contagion. Everyone's responsible behaviour, not only in the workplace and study area, makes reducing the risk of contagion and illness possible.



DO NOT leave your home if the following occurs:

- your body temperature is higher than 37.5°C;
- you feel the onset of flu symptoms;
- you are subject to restrictive measures by local and/or health authorities, such as compulsory quarantine or isolation, or you are awaiting the results of tests to ascertain the presence of Covid-19 infection;
- you have come into close contact with people presenting with Covid-19 in the last 14 days;
- you come from any areas identified as being at greater risk and which have restrictive measures established by the relevant authorities.

If you have a fever or symptoms, do not leave your home, and contact your General Practitioner (GP).

As a rule of thumb, all activities allowed by the national regulations are allowed at the University, obviously in compliance with all measures established by the legislator.

To better manage any cases, University students, professors and technical-administrative staff are strongly encouraged to install the IMMUNI app, keeping it active while they are in the University.



Risk prevention procedure for work-related activities

The provisions specified below shall apply for work-related activities carried out on site.

- All persons accessing the University must wear the devices prescribed by law; to date, surgical face masks or equivalent, in accordance with the provisions of the legislator and of the supervisory bodies. Such devices, having been mandated by the legislator for the purpose of reaching the workplace, shall remain the responsibility of the worker himself.
Upon arrival, staff, technical/administrative staff or professors may daily request a surgical face mask, based on the methods established by the person's employing organisation or, anyhow, at the porters' lodges of the campuses or buildings.
- The above obligation also applies to all staff, visitors, guests, students, suppliers and third party workers who, for any reason whatsoever, need to access the Politecnico areas. The latter shall not be provided with a face mask; they are required to get one themselves.
- 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 general practitioner (GP), and follow the instructions issued.
- Considering the need for temperature measurement management, access to the University will be allowed only during the following hours:
 - from Monday to Friday, from 7.30 am to 8.30 pm;
 - Saturdays, from 7.30 am to 2.00 pm.
- Movement within the University must be limited to the minimum necessary. It is mandatory to follow the indications and transit directions published in the affixed signs.
- Access to common areas (break areas, canteens, café, study areas, etc.) is limited, and a short stay is recommended in such areas. A safety distance of at least 1 m between people present in such places must always be maintained.
- 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 face mask is mandatory.
- The presence of staff in the offices/laborators/workspaces must be regulated in order to ensure compliance with the safety distance (greater than 1m), including by reviewing the layout of the rooms 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 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.

- The use of the face mask in personal offices is regulated based on air processing system management procedures. Generally, the face mask may not be worn only in individual offices, if they are not served by a central recirculating ventilation system.
- Front office activities should be limited as much as possible. Where it is not possible to carry out the service remotely, the desk 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, desks will be equipped with separation screens
- Unless there are justified reasons, in-person meetings and training courses (even mandatory ones) for staff are not allowed. Call conference, streaming and e-learning or distance learning (FAD) tools must be adopted.
- Trips and travel are permitted in accordance with the regulations and ordinances in force.
- Every Structure shall provide staff with the identified devices and supervise the application of provisions in force at the University.
- AGIS and Area Campus Life will inform companies providing these services of the provisions for the maintenance of hygiene measures to be adopted, to protect the University staff
- Staff working in canteens and cafés must wear the prescribed Devices during opening hours and food/beverage preparation.
- Information from public authorities and official communications from the University must be visible and accessible to all. They are published on the website, at the entrances to the Facilities, in the most visible places on the premises, on notice boards or on TV screens in the Facilities.
- All persons entering the University must disinfect their hands before entering the common work areas. Automatic hand sanitising gel dispensers have been made available in each building.
- 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.
- Canteens and cafés, where present, must be equipped with a special hand-disinfection dispenser, and the service staff must observe the hygiene instructions in addition to wearing the required devices.
- For cleaning and sanitation, based on the needs



expressed by the facilities and by the enforced policies, AGIS shall make use of the instruments provided by the procurement contracts to maintain 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.

- On the basis of the managers' requests, in offices and laboratories used by several people on 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.
- 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 with agreeing the supply of the products with their General Manager.
- 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.
- These precautions must be scrupulously adopted by staff who receive items, parcels, documents (logistics, libraries, mail, etc.). Disposable gloves are available for material receiving activities.
- Staff in contact with the public (front office activities) must wear an unvalved FFP2 face mask or equivalent.
- Every Head of Facility shall define, in advance, the type and quantity of devices (face masks, gloves, sanitising gel) required to carry out the activities, based on the estimated presences, and shall inform AGIS about these need. Considering the University's policies and the actual availability, AGIS shall purchase and distribute these products to the various Facilities.
- The procurement and supply of PPE related to the specific risk of work activities and, therefore, not related to the COVID-19 emergency, remain the responsibility of the relevant facility.
- The behavioural, organisational and prescriptive aspects contained in this procedure must be communicated to all staff before they return to work. Any updates must be communicated, by the means deemed most effective, to all workers and other users of the University.
- This document must be integrated as an annex to the DUVRI [Interference Risk Assessment Documents] drawn up and agreed with suppliers.
- 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).
- Educational journeys, exchange or twinning initiatives, guided tours and field trips, whatever their name, shall be suspended.
- All in-person conference and congress activities are suspended.

HEALTH MONITORING

- During the periodical Health Monitoring, both the Company physician and the staff must wear a face mask at the time of the examination.
- Face masks to be worn before an examination shall be provided in the waiting room, along with sanitising gel.
- Examinations are by appointment. Personal shall abide by the indicated time to avoid overcrowding in the waiting room.
- 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.
- All workers who consider themselves to be "PARTICULARLY VULNERABLE" (ANNEX 1), 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 to adopt/implement the established organisational measures. The reports received will be forwarded to the Company Physician for the appropriate evaluations and to send the fitness report to the employer.
- 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, monitoraggio@polimi.it , to collect reports and requests to be submitted to the task force.

EMERGENCIES

- If a person present in the University should develop a fever or symptoms of a respiratory infection, follow the procedure described in Annexes 4 and 8.
- For all other cases, instead, the procedures defined in the emergency plans shall apply, always making sure to wear face masks.

RETURNING TO WORK AFTER AN ABSENCE DUE TO A SARS-COV-2 POSITIVE TEST

- For staff employed by the University and workers holding an equivalent position, the return to the University after an absence due to a positive SARS-CoV-2 test is subordinated to a medical examination by the Company Physician in order to ascertain fitness to perform the task.

In practice:



- - the GP or other Relevant Medical Authority certifying when a person who becomes negative once again after a COVID-19 infection can return to work;
- after receiving the certification of confirmed negativity, the worker shall send sicurezza-spp@polimi.it a request for an examination conducted by the Company Physician who will evaluate fitness to return to work after the absence due to a COVID-19 positive test. The worker shall provide his telephone number or other contact information;
- the Company Physician's secretary will schedule an extraordinary examination as soon as possible;
- the Company Physician will request the person concerned to submit the necessary medical documents (e.g., certification of negativity issued by the Relevant Medical Authority), and will perform the necessary checks to certify fitness to perform the task;
- the return to in-person work is, therefore, subordinated to the certificate of fitness to work issued by the Company Physician.

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

For the University offices, these are the regional toll-free numbers:

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



OPERATING INSTRUCTIONS

HYGIENE AND HEALTH MEASURES

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

- wash the hands often with soap and water (the procedure is shown in ANNEX 6); contact with soap should last for 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 work areas, to avoid contamination of handles, buttons and other commonly used objects;
 - before putting on your face 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.

- Staff who receive objects, parcels, documents (logistics, libraries, mail, etc.) shall wear disposable gloves (https://www.youtube.com/watch?v=np-BpMvZeeMeature=emb_logo) when handling these objects, and shall sanitise hands frequently.
- Staff shall 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 shall 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, cafés, canteen, garden, etc.). The length of time spent in these areas should be as short as possible.

- It is important to reduce work at close quarters to the absolute minimum.
- It is always mandatory to use the face mask when sharing work spaces.

- 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, disinfectants such as 62-71% ethanol, 0.5% hydrogen peroxide, or 0.1% sodium hypochlorite are effective for most materials. 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, given the specific nature of the equipment, Laboratories shall necessarily follow the sanitisation procedures indicated by the Laboratory Manager.
- The use of lifts and service elevators is allowed as prescribed by the posted signs, and the use of face 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 air the rooms.

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 regulation, activities in contact with the public must be reduced to what is strictly necessary.

Preventive measures to be adopted include:

- a distance of at least 1 metre should be maintained between the operator and 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 in contact with the public must wear an unvalved FFP2 face mask or equivalent; this PPE must be worn during the period of activity, when coming into close contact with external staff; when wearing a face mask, the specific procedures described in ANNEX 7 must be followed;
- reduction and regulation of user access so as to avoid the simultaneous presence of more than one person;
- frequent airing of 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 FACE MASKS

Surgical face masks are not considered personal protective equipment (PPE), but are essential to limit contamination by a person with respiratory symptoms (coughing, sneezing, etc.).

According to current legal provisions and risk assessment, it is mandatory to wear a surgical face mask:

- during work, if there are other people or when occupying a room where there is a central recirculation ventilation system;
- if there is more than one person in a closed room that is small and presents few ventilation options;
- when using elevators;
- if you suspect you are sick or if you are caring for sick people;
- in common areas or outdoors, in compliance with the regulatory provisions in force.

The use of the face mask helps to limit dissemination of the virus, but it must be used in addition to other respiratory hygiene measures and to hand hygiene.



It is not useful to wear several face masks on top of each other.

In order to be effective, face masks must be worn, removed and disposed of correctly. Incorrect use can increase the risk. Consequently, the following instructions must be followed scrupulously

(<https://www.youtube.com/watch?v=FxBEieinmzc#action=share>):

- Before wearing a face mask, clean your hands with an alcohol-based disinfectant or with soap and water (contact with soap should last for 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 face mask while using it and, if you do, clean your hands thoroughly with an alcohol-based detergent or with soap and water.
- To take off the face mask: remove it without touching the front, and dispose of it. Clean hands with an alcohol-based detergent or with soap and water.

DEALING WITH A SYMPTOMATIC PERSON AT THE UNIVERSITY

Procedures for the management of possible positive cases in the University are described in ANNEX 4 for teaching activities and in ANNEX 8 for work-related activities.



University teaching management procedure

INTRODUCTION

Following current regulations for the first six months of the Academic Year 2020/21, Politecnico di Milano allows teaching to resume in "Blended" mode, i.e., part in attendance and part remotely. Classrooms will be set out to ensure social distancing; initial and final cleaning will be carried out, and hand sanitising gel dispensers will be available for lecture safety. As we are still in the middle of an emergency, these spaces must be subject to safety measures for user and other people's health.

GENERAL RULES

Staff, students, guests and external workers must comply with applicable and valid national and local regulations. Each person shall be responsible for remaining constantly updated concerning the regulatory provisions in force and close compliance with standards in order to contribute to reduce the risk of COVID-19. Everyone's responsible behaviour, in both the workplace and study area, will make it possible to reduce the risk of contagion and illness.

DO NOT leave your home if the following occurs:

- your body temperature is higher than 37.5°C;
- you feel the onset of flu symptoms;
- you cohabit with people presenting evident symptoms of the flu or are awaiting a COVID-19 swab test;
- you are subject to restrictive measures by local and/or health authorities, such as compulsory quarantine or isolation, or you are awaiting the results of tests to ascertain the presence of Covid-19 infection;
- you have come into close contact with people presenting the Covid-19 infection during the past 14 days;
- you come from any areas identified as being at greater risk and which have restrictive measures established by the relevant authorities.

If you have a fever or symptoms, do not leave your home, and contact your General Practitioner (GP).

Access to the University for staff and students can only take place through the gates set up for measuring body temperature and if they wear a face mask. Technology adopted to access the campuses will allow a large number of people to pass through at the same time (ANNEX 2 shows the layout of the access gates). If queues are formed, it is necessary



to maintain a minimum interpersonal distance of 1 m. Personnel guarding the gates or individual access points will not allow individuals with a verified body temperature above 37.5°C to enter, and will suggest they return home and contact their GP.

Teachers and staff must check and observe the instructions contained in the documentation supporting risk mitigation management at the University on the website: <https://www.polimi.it/covid-19/sicurezza/>, particularly concerning access to offices and laboratories. This documentation is constantly updated according to the regulatory provisions' development, and contains the behaviour to be adopted at work during emergencies.

RULES OF CONDUCT DURING TEACHING

- The University has set up a timetable that will allow in-person teaching. The allowed number of students in the classroom will be based on the compulsory interpersonal distance.
- The seats available for use in the classrooms are identified with adhesive signs. Signage has been positioned to guarantee the required distance between individual students.
- In the internal building spaces, paths that allow the flow of people to minimise contact and maintain a correct distance have been defined. Horizontal and vertical signs have been set up and conduct instructions have been posted in the classroom, corridors and common areas.
- Access, transit and stay in the University's internal common areas and classrooms are permitted only if wearing a face mask. If there is any crowding at the exit of the University premises and spaces, it is necessary to wait to ensure an interpersonal distance of at least a metre. Transit in the corridors and common areas must take place in compliance with the signs. It is forbidden to stop and gather in the corridors and transit areas. Corridors must only be used for movement between classrooms and, if necessary, between common or study areas. Generally, keep to the right when walking down corridors and using the stairs, where not otherwise indicated. Stairs of suitable width can be used in both directions. Reduced size stairs can only be used in the direction indicated by the displayed signs. Generally, access and exit from the classrooms must follow the signs displayed on the doors. It is mandatory to follow the signs.
- A sanitising gel dispenser has been set up at the entrance or inside each classroom. Hand sanitisation is mandatory before entering the classroom.
- Students must access the classroom wearing their face masks.



- Face masks for staff will be provided by the University, according to the methods established in the departments and in administrative facilities.
- Students must wear their face mask while they are in the classroom, during lessons. If a student refuses to wear the face mask, he will be told to leave the classroom. If the student refuses to leave the classroom, he must be reported to the Contact Centre (tel. 9300, e-mail contactcenter@polimi.it) which will initiate a procedure to identify and report the student to the disciplinary committee.
- To allow the lectures to be held in attendance, it has been necessary to ensure the required and proper distancing and to adjust the maximum capacity of classrooms by reducing the number of seats by about 50%. All classrooms have been prepared with a clear indication of usable workstations. Some courses have been divided by defining a timetable of lectures that will be attended by specific groups of students. It is necessary to strictly observe the published lecture timetable, group membership and the professor's instructions. The maximum number of students who can access the classroom coincides with the number of seats indicated by the signage. The Professor will ask excess students to leave the classroom and follow the lecture at a distance, using the study areas, if necessary. If any excess students refuse to leave the classroom, they will be reported to the Contact Centre (tel. 9300, e-mail contactcenter@polimi.it), which will initiate a procedure to identify and report the student to the disciplinary committee. The Professor shall inform the Office of the Dean of his School about the allocation of classrooms that are not large enough
- The professor may not use the face mask during the lecture. In fact, the classroom seats, which students can use, are placed at the distance established by the national support centre (CTS) for such interactions. A face mask must always be worn when getting closer to students or when interacting more closely during verification of papers.
- If, during the lecture, a professor or student manifests the onset of flu-like symptoms, or if there are reports of classroom attendees who have tested positive for Covid-19, the procedure in ANNEX 4 will be followed
- Educational journeys, exchange or twinning initiatives, guided tours and field trips, however they might be called, shall be suspended.



Air processing system management procedure

INTRODUCTION

Politecnico di Milano structurally comprises several buildings disseminated in the city and in campuses based outside the Municipality.

The buildings are heterogeneous both from an architectural perspective and in terms of systems, with various solutions for heating, air conditioning and ventilation systems.

For all that lies within the scope of this document, the systems will be divided into two categories, central management and control systems, and systems partly managed by the user.

CENTRAL SYSTEM

Central systems are generally structured for the individual building and their overall management is entrusted to expert technicians who manage settings and ensure efficient function for the well-being of occupants. In such situations, it is the user's duty to report any criticalities via the University's Contact Centre. It is, therefore, the duty of colleagues of the appointed Area to interface with the managers to find the best solution to solve the reported criticality.

In this COVID-19 emergency management phase, Politecnico, supported by the Energy Council, has chosen to manage the above systems in compliance with ISS and AICARR the indications, actually aligning itself with provisions laid down by the regulation in force.

Briefly, interventions have and will eliminate or reduce, as far as technically possible, air recirculation in the rooms, maintaining the systems active in order to ensure that rooms are aired only with or with a prevalence of external air.

Actually, even when there are only central systems, the user can always intervene autonomously to improve his well-being, where possible, by opening doors and/or windows.

USER-CONTROLLED SYSTEMS

Many rooms of the University are only fitted with air-processing systems, which basically either cool or heat the air via recirculation. It means that such systems do not envisage air exchange during their operation. They are fan coil units or split systems.



These systems allow the occupant, generally, to set the air temperature and velocity using controls that can vary depending on the type of device. Particularly, fan coil units are, in turn, connected to a central system that, making a fluid circulate in a closed circuit, allows an air exchanger to modify the air temperature of the room. Even split systems function in the same way, but unlike the system that allows fluid circulation, they are not central but are, instead, managed by the user (air conditioners). This means that, for fan coil units, if the central system is not functioning, it will not be possible to modify air temperature, which can, instead, be done via the split system.

What measures must be adopted in such cases to contain the risk of possible contagion?

1. If the room served is occupied by a single worker, he may start up either the fan coil unit or the split system, depending on when he deems it appropriate, without it being mandatory to use the face mask. If a colleague or a guest arrives in the same room, both workers must wear the face mask.
2. If the room is occupied by more than one worker at the same time, during fan coil unit or split system operation, the workers must wear the face mask even if they are placed at a distance of 1 m.

In both cases, it is recommended, after an evaluation of the weather conditions, and if it is technically feasible, to air the room frequently or constantly by opening the windows. An additional effective indication for both situations is to prefer prolonged function (avoiding repeated switching on/off of the device), thus reducing air velocity to a minimum in order to limit the formation of any currents of air.

FOCUS ON STAFF

it must be emphasized that the behaviour of individuals is central to limit a possible contagion:

- constantly sanitise the hands by washing or using gel;
- always wear the face mask when moving around or when staying in common areas;
- keep a distance from colleagues or, anyhow, from other people who might be present;
- perform, even personally, cleaning and sanitisation of equipment and furnishings used, especially when shared with others.

FINAL NOTES

During this emergency period, cooperation with everybody is essential to attempt to limit the inconvenience as far as possible in order to limit possible critical situations.



It is particularly necessary to underscore the fact that air processing systems are designed to function in a different way, as described above. Eliminating air recirculation and opening windows enhance protection from a microbiological perspective, but will not allow to achieve well-being standards established in terms of microclimate. Hence, all University staff are requested to be more tolerant when evaluating the well-being of their workplace. This does not mean that any problems or anomalies must not be reported anymore, but it must be done taking into account the fact that the current management established by the regulation will not always allow to solve critical situations rapidly.

The indications of these documents shall remain valid during the emergency or until new indications or regulatory provisions are provided.



Access procedure for workers from external companies;

Before entering the University and during the time spent here, all external staff (suppliers, visitors, operators of companies under contract, etc.) must first read the following information and comply with the instructions provided.

- Access to the University is forbidden for people with COVID-19 symptoms (fever $>37.5^{\circ}\text{C}$, cough, breathing difficulties).
- Before visitors enter the University premises, specifically trained staff, authorised by the Employer, will take their temperature. 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 the instructions issued.
- All persons accessing areas within the University must wear the equipment prescribed by law.
- External staff must be equipped with their own PPE and sanitising gel.
- Hands must be properly sanitised with disinfectant solutions before and after accessing closed rooms and spaces, should access be required.
- The length of time spent at the University must be limited to the time strictly required to carry out the activity.
- External staff are authorised to access only the areas in which they will carry out the activity for which their presence is justified.
- Proper hygiene practices must always be followed, such as maintaining an interpersonal distance of at least 1 m, avoiding contact (handshakes, hugs, etc.), sanitising the hands often, covering the nose and mouth when sneezing/coughing, etc.
- Inside the spaces, it is necessary to comply with the indications provided in the affixed signs.
- You must dispose of used PPE yourself. The latter must not be left to the University after use.



ANNEX 1

CONDITIONS OF PARTICULAR VULNERABILITY

As an example, which is not exhaustive, please note that "**conditions of particular vulnerability**" include:

- pregnant women;
- people with chronic respiratory diseases (including severe asthma, bronchopulmonary dysplasia, cystic fibrosis and chronic obstructive pulmonary disease);
- people 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);
- people with chronic renal/adrenal insufficiency;
- people with haematopoietic organ diseases and haemoglobinopathies;
- people with tumours;
- people 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 as evidence of the condition of particular vulnerability



ANNEX 2

CAMPUS ACCESS AND TEMPERATURE CONTROL AS OF 14/09/2020

Leonardo Campus

- Building 1 - Central porters' lodge (Piazza L. da Vinci 32): car access with manual temperature measurement [reserved for professors, staff, suppliers] *
- Building 1 – Lobby (Piazza L. da Vinci 32): multiple-row pedestrian access with fast temperature measurement by thermal imaging cameras
- Entrance between building 7 and building 9 (Via Ponzio 25): pedestrian access through gazebo with temperature measurement by thermal imaging camera *
- Entrance between building 7 and building 8 (Via Ponzio 27): access is forbidden (access reserved for heavy goods vehicles site building 4)
- Entrance between building 1 and 2 (Piazza L. da Vinci 36): only the driveway exit (no access)

Bonardi Campus

- Building 11 (Via Ampère 2): fast pedestrian access to buildings 11, 13 and 16B through a gazebo with temperature measurement by thermal imaging camera *
- Building 12 (Via Bonardi 5): pedestrian access with temperature measurement by thermal imaging camera to access buildings 12, 13, 16B
- Building 14 (Via Ponzio between 31 and 33): temporary access only to building 14 from Via Ponzio (stairs) and temperature measurement by thermal imaging cameras inside the building. [after campus access] *

Durando Campus

- Via Candiani 72: car and pedestrian access with manual temperature measurement *
- Entrance between B7 and B5A buildings (Via Durando 10): pedestrian access through gazebo with temperature measurement by thermal imaging camera *

La Masa Campus

- Porters' lodge B11 (Via La Masa, 34): car and pedestrian access with manual temperature measurement *
- Entrance between buildings B18c and B16 (corner of Bovisa station, Via Lambruschini 1): fast pedestrian access through gazebo with temperature measurement by thermal imaging camera *
- Entrance between buildings B20 and B19 (c/o Wind tunnel, Via Lambruschini 15): fast pedestrian access through gazebo with temperature measurement by thermal imaging camera *



N.B.: For the other campuses, access and temperature measurement are organised at individual building/entrance level.

*also suitable for disabled access



ANNEX 3

POLITECNICO MILANO 1863 COVID-19

INDICAZIONI PER L'ACCESSO NEGLI SPAZI DI ATENEO

L'ACCESSO IN ATENEO NON È CONSENTITO SE:

- hai sintomi da **COVID-19**: febbre (>37,5 °C), tosse, difficoltà respiratorie. **Verifica prima di uscire da casa.**
- sei sottoposto a **isolamento** da parte delle autorità competenti.
- sei a conoscenza di essere venuto a **contatto con persone positive a Covid** negli ultimi 14 giorni.

Mantieni sempre un distanziamento personale di **ALMENO UN METRO**.

L'UTILIZZO DELLE MASCHERINE È OBBLIGATORIO durante tutto il tempo di permanenza all'interno delle aule, negli spazi studio e quando non è possibile mantenere il corretto distanziamento.

IGIENIZZA FREQUENTEMENTE LE MANI. L'accesso all'aula dovrà essere preceduto e seguito da una corretta igienizzazione delle mani utilizzando le soluzioni disinfettanti presenti o lavandosi le mani con acqua e sapone.

All'interno delle aule **UTILIZZA UNICAMENTE LE POSTAZIONI PREDISPOSTE** e opportunamente indicate.

Entra ed esci dalle aule, transita nei corridoi e sulle scale dell'Ateneo, nel **RISPETTO DI PERCORSI, INGRESSI E USCITE PREDISPOSTI E SEGNALATI**.



ANNEX 4

Management of suspected or confirmed positivity cases during teaching

To prevent possible outbreaks of contagion, the University's offices have established adequate contact tracing under the requirements of the Istituto Superiore di Sanità – ISS (Italian National Institute of Health) guidelines for carrying out teaching.

Politecnico has appointed Eng. Claudio Corioni at the Prevention and Protection Service (sicurezza-spp@polimi.it) as "COVID-19 Contact Person." He interacts with the prevention department for case management.

CASE 1

When the University becomes aware, for example through the Relevant Health Authority, of a confirmed case of COVID-19 referred to a student, professor or technical-administrative staff in charge of teaching support in the classroom or during curricular activities (examinations, graduation examinations, ...), on a certain day, the University will work through the Covid-19 Contact Person, with the relevant health authority (Department of Prevention - DdP) to adopt the necessary measures.

In agreement with DdP, the University shall:

- establish closure of the classroom, disinfection and sanitisation of the same; according to procedures laid down by the protocols in force;
- support the contact tracing activity by transmitting, on request, to the relevant Health Authority the list of professors, technical-administrative staff and students enrolled in the course or on the shift with the case confirmed in the period between the two days prior to the onset of symptoms or by the swab and the date isolation began;
- notify students and staff concerned, recommending that they isolate themselves at home as a precaution, passively monitor symptoms and request them to closely follow the relevant Health Authority's instructions.

It is up to the relevant Health Authority to carry out the epidemiological investigation, identify measures to be implemented (e.g., quarantine, isolation, active monitoring, etc.), and distinguish between "close" contacts, for which quarantine and active monitoring is required, and "casual" contacts, for which only passive monitoring is required.

Resumption of (in-person) teaching activities is subordinated to the outcome of the



epidemiological investigation and the recommendations of the Prevention Department.

Unless otherwise communicated and ordered by the relevant Health Authority, students, professors, and technical-administrative staff supporting teaching will resume in-person lectures after 15 days from the notification date.

Teaching will continue on-line without being suspended.

CASE 2

Two different scenarios can be identified, if a suspected case (i.e., a subject with body temperature above 37.5°C, fever and/or symptoms compatible with suspected Covid-19),

occurs in the classroom and/or during curricular activities (examinations, graduation examinations, ...):

1. the onset of symptoms is beginning and does not lead to a loss of the person's autonomy;
2. the symptoms are serious and disabling.

The procedure will be as specified below:

SCENARIO 1:

If the person concerned is a professor, he will immediately wear the face mask; if he does not already have one, the lecture will be suspended, and students will be asked to leave the classroom.

The professor will report the case, providing his personal details to the University's COVID-19 Contact Person (sicurezza-spp@polimi.it).

The professor will go home and contact his GP.

If the person concerned is a student or support staff, whose absence would not affect the continuation of the lecture, he must leave the classroom, go home and contact his GP.

Before leaving the classroom, he must be identified (ask for Name and Surname and person code) and then sent to the University's COVID-19 Contact Person (sicurezza-spp@polimi.it). The list of professors, technical-administrative staff and students enrolled in courses or on a shift who were in contact with the suspect case on that day and in the two previous days will be sent to DdP.

In agreement with DdP, the University will send these students, professors, and technical-administrative staff a communication recommending passive monitoring of symptoms, and inviting them to follow the instructions provided by the relevant Health Authority.



In this case, in attendance teaching will not be suspended, but it will be, if the suspect case is confirmed.

At the end of the lecture, the classroom will be subject to extraordinary sanitisation.

The confirmed case will trigger the procedure described for CASE 1. SCENARIO 2

The University's emergency plan will be activated by contacting the emergency management staff under the displayed plans. The procedure must be followed as if it were a generic health emergency or as if there were an accident, noting that anyone aiding must wear their face mask.

In this case, to allow emergency services to intervene, the lecture will be suspended, and students must leave the classroom.

First aiders must inform the University's COVID-19 Contact Person (sicurezza-spp@polimi.it) of the name, surname and person code of the sick person.

In this case, in-person teaching will not be suspended but will resume the day after the event.

At the end of the lecture, the classroom will be subjected to extraordinary sanitisation.

The activity will be interrupted if a positive case is confirmed as per the procedure described for CASE 1.



ANNEX 5

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).



ANNEX 6

PROCEDURE FOR HAND WASHING

The hand washing procedure to be followed is described at the link <https://www.youtube.com/watch?v=gh9X4ENh6bE> or, likewise:

With soap and water it takes 60 seconds



- 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

- 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



con la **soluzione alcolica**

With an alcohol solution it takes 30 seconds



ANNEX 7

INSTRUCTIONS FOR THE CORRECT USE OF THE FFP2/FFP3 FACE MASK

COME INDOSSARE LA SEMIMASCHERA FILTRANTE			
			
<p>Inserire gli elastici nelle fibbie, tenete il facciale in mano, stringinaso verso le dita elastici in basso</p>	<ul style="list-style-type: none">• facciale sotto al mento;• elastico inferiore dietro la nuca sotto le orecchie;• elastico superiore dietro la testa e sopra le orecchie. <p>NON ATTORCIGLIARE</p>	<p>Regolare la tensione della bardatura tirando all'indietro i lembi degli elastici .</p>	
			
<p>Usando ambedue le mani modellare lo stringinaso</p>	<p>Per allentare la tensione premere sull'interno delle fibbie dentate .</p>	<p>Verificare la tenuta del facciale prima di entrare nell'area di lavoro</p>	

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



ANNEX 8

MANAGEMENT OF SUSPECTED OR CONFIRMED POSITIVITY CASES DURING THE PERFORMANCE DURING WORK

To prevent possible outbreaks of contagion, the University's offices have established adequate contact tracing under the requirements of the Istituto Superiore di Sanità – ISS (Italian National Institute of Health) guidelines.

Politecnico has appointed Eng. Claudio Corioni at the Prevention and Protection Service (sicurezza-spp@polimi.it) as "COVID-19 Contact Person." He interacts with the prevention department for case management.

CASE 1

When the University becomes aware, for example through the Relevant Health Authority, of a confirmed case of COVID-19 referred to a member of staff, the University will work through the Covid contact person, with the relevant health authority (Department of Prevention - DdP) to adopt the necessary measures.

In agreement with DdP, the University shall:

- close the spaces visited by the person and arrange their disinfection and sanitisation, under the procedures laid down in applicable protocols;
- support the contact tracing activity by transmitting on request to the relevant Health Authority the list of staff with whom the member of staff established close contact (ANNEX 5) in the period between the two days prior to the onset of symptoms or by the swab and the date isolation began;
- consistently with DdP, the University shall notify students and staff concerned, recommending that they isolate themselves at home, passively monitor symptoms and invite them to closely follow the relevant Health Authority's instructions.

It is up to the relevant Health Authority to carry out the epidemiological investigation, identify measures to be implemented (e.g., quarantine, isolation, active monitoring, etc.), and distinguish between "close" contacts, for which quarantine and active monitoring is required, and "casual" contacts, for which only passive monitoring is required.

In any case, unless otherwise communicated or established by the Relevant Health Authority, the University will recommence in-person activities only at the end



of a period of fifteen days after the report. Work will continue as extraordinary telework.

CASE 2

Two different scenarios can be identified, if a suspected case occurs (i.e., a subject with body temperature above 37.5°C, fever and/or symptoms compatible with suspected Covid-19):

1. the onset of symptoms is beginning and does not lead to a loss of the person's autonomy;
2. the symptoms are serious and disabling.

The procedure will be as specified below:

SCENARIO 1:

The person concerned will immediately wear the face mask, if he already did not have one, the work will be suspended, and any other workers present in the room will assist the person concerned, maintaining a minimum distance of 1 m and wearing a face mask. Before leaving the University, the worker, even assisted by colleagues present or by the emergency management staff, will report the case by providing his personal details to his Head and to the COVID-19 Contact Person for the University (sicurezza-spp@polimi.it). The professor will go home and contact his GP.

The list of staff who came in contact with the suspected case that day and during the two previous days will be submitted to the DdP. To trace the contacts, the COVID-19 Contact Person will cooperate with the Head of that worker.

Moreover, always in agreement with DdP, the University will send the people involved and previously identified a communication recommending passive monitoring of symptoms, and invite them to closely follow the instructions provided by the relevant Health Authority.

In this case, in attendance work will not be suspended, but it will be, if the suspect case is confirmed.

After submission of the report, spaces will be subjected to extraordinary sanitisation.

The confirmed case will trigger the procedure described for CASE 1. SCENARIO 2

The University's emergency plan will be activated by contacting the emergency management staff under the displayed plans



as if it were a generic health emergency or if there were an accident, noting that anyone providing assistance must wear their face mask.

First aiders must inform the University's COVID-19 Contact Person (sicurezza-spp@polimi.it) of the name, surname and person code of the sick person.

In this case, in-person work will not be suspended but it will be, if the suspect case is confirmed.

After submission of the report, spaces will be subjected to extraordinary sanitisation.

The confirmed case will trigger the procedure described for CASE 1.