



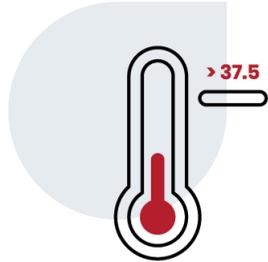
POLITECNICO  
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# COVID-19

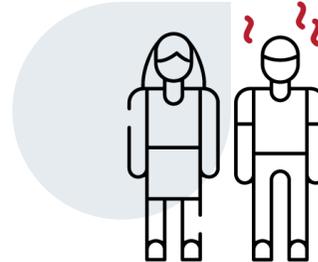
Instructions to contain the contagion



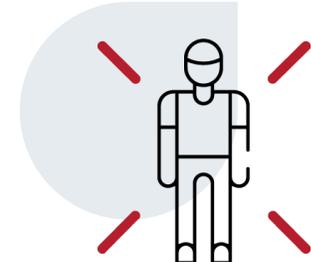
# ACCESS IS FORBIDDEN IF:



Your **body temperature** is **> 37.5°C** or if you have other flu symptoms.



You have been in **close contact with people who tested positive** to COVID (or were presumed positives) or with people arriving from risk areas defined by the WHO, during the **previous 14 days**.



If you have been **placed under isolation** by the competent authorities.



# WASH YOUR HANDS OFTEN

## PREVENT INFECTIONS BY CORRECTLY WASHING YOUR HANDS



1. **Use soap** (we recommend liquid soap, instead of a bar of soap) and running water, preferably warm water.



2. Apply soap on both palms of your hands, and scrub the back of the hands, between the fingers and under the fingernails for at least **40-60 seconds**.



3. **Rinse** thoroughly under running water



4. **Dry your hands** preferably with a disposable towel, with a clean personal towel or with a hot air device.



As an alternative, you can use a hydroalcoholic solution, in which case you will need 30 seconds.  
**The University provides sanitising liquid hand cleansers.**

# HAND SANITISATION IS MANDATORY:

**Before accessing** common work areas and **before** leaving.

**Before using** common work-related objects/equipment.

**Before putting on** face mask/gloves and **after** taking them off.

**Before and after preparing/receiving** envelopes, parcels, etc.

**Before using** drinks, coffee, snack dispensers, etc.

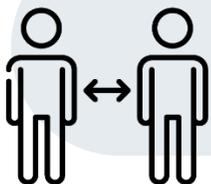
**Before consuming** food and drink.

**Before and after** going to the bathroom.

**After** sneezing or coughing.



# HYGIENE RULES



**Avoid close contact** with people who have acute respiratory infections.

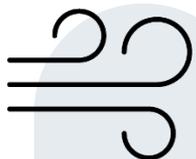
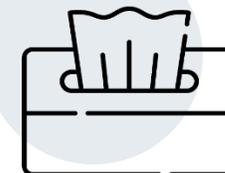


**Avoid hugs and hand shakes.**

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



**Cover both mouth and nose**, if you sneeze and/or cough. **Sneeze and/or cough into a handkerchief**, avoiding hand contact with respiratory secretions.



**Ventilate rooms often** by opening windows, but avoid draughts.



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

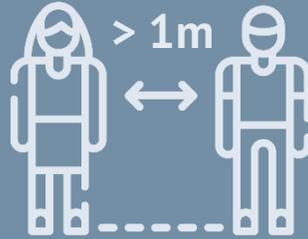
# DEDICATED MEASURES

1. **Limit movement** within the University to the minimum necessary.
2. **In case of deliveries**, do not touch other people's handheld devices or smartphones.
3. **When receiving objects, parcels, documents** (logistics, mail, libraries, etc...), wear disposable gloves.
4. **When working**, we advise **wearing fully covering clothes** (e.g., long sleeves and trousers).
5. **Inform your manager** about any deficiencies, criticalities or failure to comply with the established measures.



# MAINTAIN SAFE DISTANCES

Keep an interpersonal distance  $> 1\text{ m}$



If, for work-related needs, you have to work at a distance  $< 1\text{ m}$ :

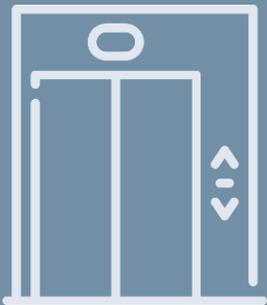
- ✓ wear the face mask
- ✓ sanitize your hands often
- ✓ use other PPE (goggles, gloves, etc.) identified by your manager

# DISINFECT COMMON SURFACES AND OBJECTS

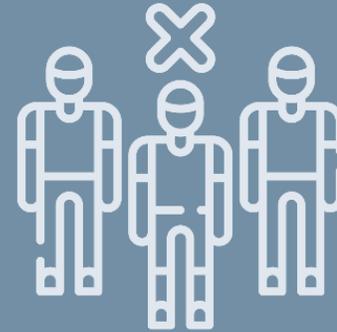
At the end of the shift, **each worker shall** sanitize the equipment and surfaces used in common with others.



# ELEVATOR ACCESS IS ALLOWED TO ONE PERSON AT A TIME



Pregnant women  
and people with  
**motor difficulties**  
have the priority



## AVOID GATHERINGS

Time **spent** in  
common spaces  
(break areas, cafés,  
garden, etc. ...)  
must be **as short**  
**as possible**.

# FACE MASK

## HOW TO USE IT



## HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](http://who.int/epi-win)

### Do's →



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Wash your hands before touching the mask



Inspect the mask for tears or holes



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

### Don'ts →



Do not use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI·win



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# FACE MASK

## WHEN TO USE IT

During working activities performed at an **interpersonal distance < 1 m**.

**In poorly ventilated** closed and narrow rooms, with many people.

**When using elevators.**

During all **social contact**, we strongly **recommend using protective devices for the respiratory system**, in addition to hygiene and sanitation measures.

If you feel any COVID symptoms **when working**.

If you **help** a person presenting **COVID symptoms** (FFP2 face masks).



# REMOVING GLOVES



1

Pinch the glove at the wrist, without touching the skin.

2

Remove the glove.

3

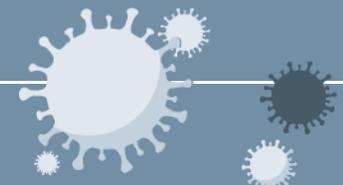
Slip the fingers into the second glove, without touching the outside.

4

Remove the second glove.

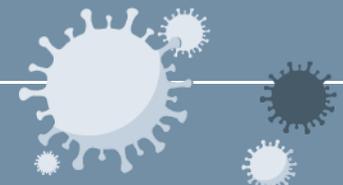
5

Once you have removed both gloves, throw them away and wash your hands.



# ACTIVITIES IN CONTACT WITH THE PUBLIC:

- 1.** Wear **FFP2 face masks without the valve**
- 2.** Maintain the **interpersonal distance > 1 m**
- 3.** **Sanitize** the hands of guests and workers often
- 4.** **Clean** surfaces and objects often
- 5.** **Avoid overcrowding** by regulating access
- 6.** **Ventilate** rooms often



# DEVICES FFP2 – FFP3

## HOW TO WEAR THEM



The **beard** can reduce/cancel the efficacy of the face mask: check insulation carefully with every use.

1. **Wash your hands thoroughly.**
2. **Place the face mask on the palm of your hand** and slip the laces to the back of the hand, (holding the nose piece high).
3. **Take the mask to the face**, placing the base on the chin and the nose piece over the nose, to cover it.
4. Holding the mask on the face, **pull the top elastic** and slip it behind the head, over the ears.
5. Holding the mask on the face, **pull the bottom elastic** and slip it behind the head, under the ears, in the top part of the neck.
6. Use both hands to **adjust the nose piece** to ensure it adheres perfectly to the nose.
7. Try inhaling and **ensure that the face mask adheres perfectly**: air should only penetrate through the filter.



# IF YOU HAVE FEVER (>37,5°C) OR FLU SYMPTOMS

## STAY AT HOME

and contact, **by telephone**, your general practitioner or the medical authority:



**800 89 45 45**

Lombardy Regional Administration



**1500** National Number



Do not take antiviral or antibiotic medicines, unless they are prescribed by the doctor.



# IF YOU TESTED POSITIVE TO COVID, BEFORE RETURNING TO WORK

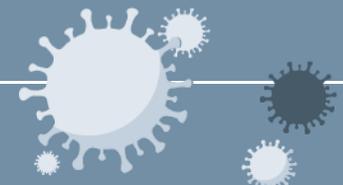
1.

Send the Company Physician, **in advance**, the medical certificate stating that you have tested negative, issued by the competent authorities.

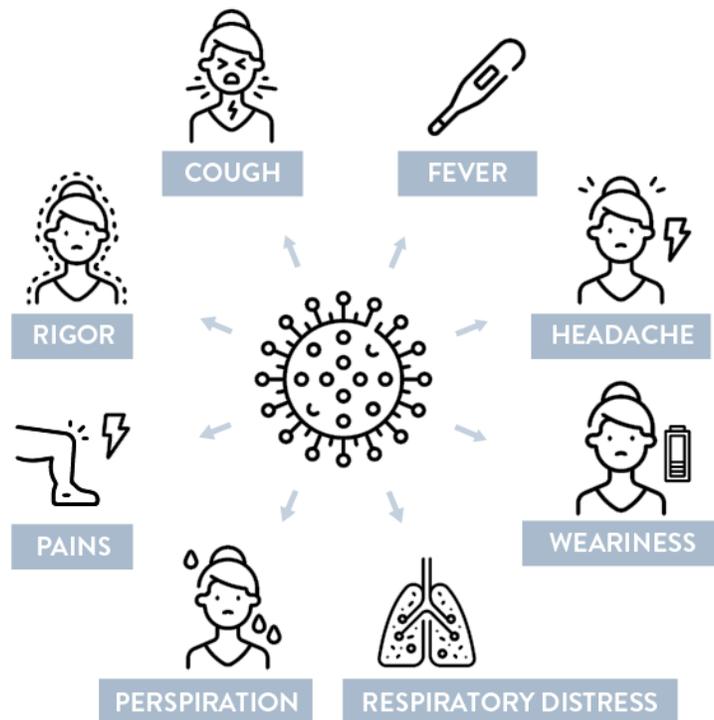


2.

You will be invited to **attend a medical examination with the Company Physician** (art. 41, section 2, letter b), to verify fitness to perform your duties.



# IF YOU ARE AT WORK AND YOU MANIFEST COVID SYMPTOMS:



1. **Contact, by telephone,** your manager and First Aid Unit staff.
2. **Immediately wear a face mask,** remain isolated and follow the instructions provided by First Aid Unit staff.
3. **If there are other people in the room,** they too must **wear face masks, remain isolated** in the room and follow the manager's instructions.
4. **Cooperate** with the Prevention and Protection Service and with your manager to **identify close contacts** in the workplace, and **do not return to work** until you test negative.

# PROTECTING FRAIL PEOPLE

**If you have any particular frail conditions** and you think you need more protection, you can report your status, without indicating the disease, to the

**PREVENTION AND PROTECTION SERVICE**  
**[sicurezza-spp@polimi.it](mailto:sicurezza-spp@polimi.it)**

**The Company Physician** will be sent the reports of appropriate evaluations and, and will send any relevant **health advice** to the Employer.

