

## Protocol for conducting in-person activities in the IMT School for Advanced Studies Lucca

### **Introduction**

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### **Attachment**

Guide to the use of PPE and good practices for containing the risk of COVID-19 infection

### **Foreword**

The IMT School for Advanced Studies Lucca, since the beginning of the COVID-19 emergency, has taken steps to adopt a Protocol to contain the risk of contagion, updating it periodically according to the evolution of the pandemic and the relevant regulations.

As a result of the latest regulatory requirements, the declaration of the end of the pandemic emergency, and the recent trend of COVID-19 infections, there is now a simplification of the recommendations to be followed within the School buildings, as described below.

### **1. Preventive measures and general standards of behavior**

As is now well known, SARS-CoV-19 is a respiratory virus that spreads mainly through the breath droplets (droplets) of infected people, but also through direct personal contact, such as by bringing contaminated hands to the mouth, nose or eyes.

The main measures to prevent infection are:

- **the protective mask;**
- **distancing;**
- **personal hygiene;**
- **the cleaning of objects and surfaces;**
- **ventilation of the premises.**

The use of the **protective mask** is no longer mandatory. However, its use is strongly recommended in cases of assemblages or when, due to the characteristics of the locations or factual circumstances, interpersonal safety distancing is not guaranteed. In such cases, an FFP2 type mask is recommended.

People with cold symptoms are also strongly urged to use it even if testing negative for SARS-CoV-19.

It is still expected that people maintain **interpersonal distancing** of at least 1 meter, avoiding hugs and handshakes.



In order to respect **interpersonal distancing**, at the School:

- work, teaching and research activities are organized in such a way as to ensure a simultaneous presence proportionate to the size and characteristics of the available spaces;
- In face-to-face meetings, scrupulous compliance with anti-COVID-19 prevention and protection measures is recommended.

With regard to **personal hygiene**, in order to make it easier for the Community to implement this provision, the School has long placed numerous hand sanitizing gel dispensers: at the entrance to the premises (where sanitization is mandatory), in classrooms, and in other places of work, study, and residence.

**The cleaning service of objects and surfaces** is carried out, using virucidal products. In classrooms and laboratories, such products are always available to allow users a sanitization of desks, chairs and equipment with each new access.

Recent studies show the importance of frequent **ventilation of rooms** in reducing the risk of infection. It is recommended that windows be opened every hour, for at least 5 minutes, both in classrooms and in other rooms occupied by multiple people, such as study spaces, offices, living spaces, etc....

The IMT School ensures that the IMT Community is widely communicated with the norms of behavior, for appropriate awareness, and monitors, through individuals appointed for this purpose, compliance with these norms.

## 2. Utilization of spaces

The IMT School takes into account fundamental preventive measures at its sites:

- Workstations in offices are positioned to ensure a distance of at least 1 meter between staff;
- 'Breather' screens are used in the library in the ground floor room;
- Where possible, the toilet located near the entrance to the venue has been reserved for outside users.

Clothing and PPE normally provided for those activities should be used in **laboratories** in accordance with what is defined in the Risk Assessment Document.

The use of FFP2 is also strongly recommended if interpersonal distancing cannot be maintained.

The **rooms** in the Student Residence and the guest quarters on the San Francesco Campus are each used by two guests.

In the case of Students who test positive for COVID-19, the healthy roommate(s) will be moved to another room in order to avoid the spread of outbreaks within the Campus. The School will ensure where necessary the availability of additional rooms at external accommodations, which can be flexibly relied upon in case of bed shortage or to handle any temporary emergencies.

**The canteen** service is used both by the School's Students and staff (internal users), for whom access and consumption on the premises is reserved, and by external users.

For access to the canteen, the use of a face mask is not mandatory during the line, provided that interpersonal distancing of at least 1 meter is maintained.

Access to the **kitchenette** is allowed to two students at a time for meal preparation, but not for eating. After each use, the students must sanitize what is used. A sign is posted in the room stating the anti-COVID-19 measures that must be observed.

Use of the communal refrigerator at the "small gym" room is also permitted. Issues related to inappropriate use of the room and dishes, as well as the refrigerator, should be reported immediately to the Campus Management and Front Office.

Special attention is paid to the **disposal of waste** such as masks, disposable gloves and handkerchiefs or paper rolls, which should be disposed of as undifferentiated waste after being placed in a plastic bag. The procedure of bagging masks, disposable gloves and handkerchiefs will be the responsibility of the person who "produces" the waste.

Only in laboratories where biohazard waste containers are present may such waste be disposed of as such.

### 3. School entry procedures

To gain access to the IMT School premises, one must check by thermoscanner, at least once a day, that one's body temperature is below 37.5°C. Therefore, the first daily access to the School must be from one of the measuring stations (porters' lounges, Library).

If the temperature is equal to or greater than this threshold, Community members are asked to contact their primary care physician (GP) immediately for appropriate guidance, and to notify the School.

### 4. Sanitation and sanitation of living, working and service environments

In accordance with what is defined by national regulations and guidelines with respect to the issue of cleaning and sanitization of living and working environments, The School ensures the sanitization of environments on a daily or multi-weekly basis, with particular attention to rooms used by multiple users and surfaces touched most frequently.

In the event that a person who has attended the School's rooms and/or rooms used for temporary isolation (Meeting Room and ground floor apartments) tests positive for COVID-19, those rooms are sanitized.

Mechanical ventilation and cooling/heating systems are sanitized periodically as recommended by the National Institute of Health.

### 5. Management of suspected or established cases of COVID-19

#### Isolation measures for people who test positive for SARS-CoV-2

Following a positive swab taken at an authorized facility (e.g., a pharmacy), the person with COVID-19 is subject to the measure of isolation, as follows:

- for cases that have always been asymptomatic, isolation may end after 5 days, provided a test, either antigenic or molecular, is performed and is negative. This is the case that needs the shortest isolation period;
- for those who were first symptomatic but have been asymptomatic for at least 2 days, isolation may end no sooner than 2 days after symptoms have disappeared, as long as a test, either antigenic or molecular, is done that comes back negative. For example, a COVID-19-positive person who is symptomatic for the first 6 days may take a swab on day 8 and, if negative, terminate isolation;



- in case of persistent positivity, on the other hand, isolation may be discontinued at the end of the 14th day after the first positive swab, regardless of whether the test was taken, but agile work is recommended until the swab is negative. In case of the need for presence work performance, it is recommended to continue wearing FFP2 mask until negativization or for at least 7-10 days in common spaces.

### **Management of a symptomatic person present at one of the School's locations**

In the event that a person, while entering or staying at one of the IMT School sites, manifests fever or flu-like symptoms attributable to the SARS-CoV-2 virus, he or she should immediately put on an FFP2 mask and report this to his or her General Practitioner (GP), as well as to the School, and return to his or her home as soon as possible, following the instructions of the GP and the relevant health authorities.

In cases where the symptomatic person is already inside the IMT School, waiting to be allowed to leave the facility, he or she must be separated from other people.

To this end, specially dedicated rooms have been identified for the temporary reception and isolation of the symptomatic subject: for the St. Francesco Campus, a ground-floor apartment with reserved access from the outside; for St. Ponziano and Library, the Meeting Room in St. Ponziano, with reserved access from the outside.

### **Management of a symptomatic or positive student**

In the presence of fever with or without a cough or sore throat or other symptoms attributable to SARS-CoV-2, the student should isolate himself/herself in his/her room and promptly report his/her condition to his/her GP and to the Campus Management and Front Office indicating, in addition to his/her condition and symptoms, his/her telephone contact. The student will be contacted as soon as possible by the aforementioned office, which will activate the ad hoc arrangements provided for cleaning and canteen services.

If the health condition deteriorates at any time, the student should promptly contact 118 (or 112).

Food is served without a tray (only plastic bag) entirely with disposable cutlery and plates. Delivery is made by leaving the meal on the floor in front of the door. The subject is instructed to retrieve it after airing the room, washing hands and wearing a mask. The subject is instructed to put all the remains of the meal in the original bag by sealing it and placing it outside the door. It will then be picked up by the housekeeping service and disposed of in the manner prescribed for infectious risk waste, as stated in the ISS guidelines.

### **Reintegration at work**

For the reintegration of workers with hospitalization in resuscitation/intensive care for SARS-CoV-19, the Physician in charge will conduct the medical examination provided for in Article 41, paragraph 2, letter e-ter of Legislative Decree No. 81/2008, as amended, in order to verify suitability for the job - also to assess specific profiles of riskiness - regardless of the duration of absence due to illness.

## **6. Information for the Community**

Information to workers and students on current regulations and measures taken by the IMT School to reduce the risk of COVID-19 infection is periodically reiterated, including by publishing news, regulations and acts of governing bodies on the page of the School's website entitled "Coronavirus: information and updates." Other information is conveyed through posters and e-mail releases.