OPERATIONAL PROTOCOL
TO FIGHT AND CONTAIN THE SPREAD OF SARS-COV-2
IN THE WORKPLACE AT UNITRENTO

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\(^{1}\) This version is up to date with:
- the Decree of the President of the Council of Ministers of 26 April 2020
- the Joint protocol regulating the measures adopted to fight and contain the spread of Covid-19 in workplaces (“Protocollo condiviso di regolazione delle misure per il contrasto e il contenimento della diffusione del virus Covid-19 negli ambienti di lavoro”), as amended on 24 April 2020
- the Covid-19 emergency guidelines for businesses in the Province of Trento (“Indirizzi per la gestione dell’emergenza Covid-19 nelle Aziende PAT”) (General workplace safety protocol rev. 2 of 26/04/2020)
A. BEFORE RESUMING WORK

1. Sanitization
Work environments had already been thoroughly cleaned with chlorine-based detergents during the lockdown, when they were closed. Given that the work environments have been almost empty so far, there is no need to further sanitize them specifically for protection from Covid-19. A number of offices had been sanitized during Phase 1 in compliance with the provisions of Regulation 5443 of 22 February 2020 of the Ministry of Health after suspected cases of Covid-19 were reported.

Water will be left running in restrooms, and water pipes will be properly flushed, in buildings that have been closed.

2. Workplace safety
In compliance with recommended guidelines, the sanitization of air conditioning systems has been deemed not necessary. Incoming air filters were carefully examined and were, where necessary, replaced before their expiration date. Systems were adjusted to increase the inflow of external air to avoid air recirculation.

The administration identified work environments where, potentially, there can be a higher density of people. The heads of these offices were provided guidelines to rearrange office layout, define shifts or adopt other measures to ensure the proper distancing among employees (currently, at least 1 metre).

Glass shields have been installed at front office workstations (reception desks, loan desks). Other glass shields may be installed in the future at other workstation based on an assessment, in collaboration with first-level administrative staff, as public access will gradually increase.

B. BACK TO WORK

1. Staff information and training
Signs will be posted in all university buildings with information on social distancing and hygiene practices. Remote information and training sessions will be organized on risks, proper behaviour, correct use of personal protection equipment, and staff will be required to attend in order to access the workplace.

2. Access to buildings – Requirements
Only staff who have been authorised by the head of the department, centre, or administrative unit, will have access to buildings.
All people entering UniTrento buildings are asked to self-check their health at home, to see if they present symptoms suggestive of Covid-19.

In particular, employees will have to check the following:
- temperature below 37.5°C in the past 24 hours;
- no cough, muscle pain, or temperature above 37.5°C (including for family members or flatmates);
- close contacts with people who tested positive for Sars-CoV-2 in the past 14 days.

Employees who report any of the above will not be allowed to university buildings; you are recommended to inform your doctor and your employer by giving communication to your direct supervisor. UniTrento works with the Prevention and Protection Service of the Provincial Health Care Service to track contacts and contain the spread of the virus.

Individuals who show no symptoms of the disease but are waiting for test results must not show up to work.

3. Access to buildings
There will be only one entry point to buildings, at the reception or another area that will be properly identified.
Where possible, people will leave the building from a different exit point, to minimize contacts.

Access to workplaces will be granted to employees who declare that they have carried out the self-check and that they meet the above conditions to access university buildings.
Employees will provide this declaration in electronic format using UniTrentoApp; UniTrento IT staff are designing a new app feature in compliance with privacy legislation. Pending the release of the new app feature, access to buildings will be in compliance with the rules that were in place during the lockdown.

Non-University staff also – visitors, suppliers, contractors, collaborators from partner organizations – must provide such declaration.

UniTrento staff who are granted access to buildings will receive a face mask every day and, where appropriate, a pair of gloves (see point 7. Personal protective equipment).

4. Monitoring personal health conditions and other requirements
All employees who access university buildings are required to carefully monitor their health.
Non-contact infra-red temperature scanners will be available at reception desks at University buildings.
Staff are required to carefully wash their hands using soap and water or a hand sanitizer before using the scanner. After use, the scanner must be sanitized with hand sanitizing gel and disposable wipes.
In compliance with privacy legislation, the employer can also task a professional physician or the competent doctor to perform random checks of staff’s body temperature.
If someone starts experiencing symptoms at work at UniTrento (fever, coughing, sneezing) they must immediately inform their supervisor. See the provisions at point C. WHAT TO DO IF SOMEONE SHOWS COVID-19 SYMPTOMS AT UNITRENTO

5. **Cleanliness of workplaces** (cleanliness, ordinary and extraordinary sanitization)

The University and cleaning services have agreed new cleaning policies, in compliance with standards required by legislation in force:
- common areas and restrooms, handles, and other surfaces like switches for example, will be cleaned more often and using chlorine-based detergents
- desks will be cleaned and sanitized daily, gradually, as more employees go back to work
- rooms and other areas will be sanitized, where needed

Classrooms and socialization areas that are momentarily unused will be routinely cleaned, to ensure proper maintenance and make sure that they will be readily available in the future.

If it is established that someone with Covid-19 visited one of the buildings of UniTrento, the premises will be immediately cleaned, sanitised and ventilated in accordance with the provisions of Regulation 5443 of 22 February 2020 of the Ministry of Health.

Cleaning products will be provided to university staff to clean their workstation and office surfaces.

6. **Personal hygiene guidelines**

All employees are required to comply with safety guidelines and to follow personal hygiene rules as recommended by health authorities:

- Wash your hands frequently using a hand sanitizer or soap and water (restrooms have soap and paper towels; hand sanitizer dispensers have been installed at buildings entrances);
- Avoid contact with people with acute respiratory infections (fever, cough, cold symptoms)
- Avoid handshakes and hugs;
- Maintain at least a 1-meter distance from other people;
- Cover your mouth and nose when you cough or sneeze (cough and sneeze into the bend of your arm or use a disposable tissue);
- Avoid sharing bottles and glasses, cigarettes, or other personal items;
- Avoid touching your eyes, nose and mouth;
- Do not take antivirals or antibiotics without consulting your doctor;
- Carefully clean surfaces with alcohol or chlorine-based disinfectants;
- Wear a face mask during social contacts, in addition to social distancing and other protective measures.
In particular, information posters on how to wear face masks and to wash hands properly will be posted in restrooms and in university workplaces, while video tutorials will also be made available.

Employees are recommended to routinely sanitize their cell phones with a disinfectant solution and disposable wipes.

Employees are also recommended to frequently open windows to recirculate air and improve air flow, preferring natural ventilation and avoiding air currents.

7. Personal protective equipment

Face mask and gloves will be provided every day to all UniTrento staff (teaching, research, technical and administrative personnel, postdocs, PhD candidates, graduating students). Masks and gloves will be available at reception desks for all staff authorised to access University buildings.

Surgical masks must cover the nose and mouth completely as you have been instructed. Always wear a mask in shared spaces (for example in shared offices), common areas, and when using common equipment like printers and copiers or a company car, to avoid potential contamination. Face masks can be reused, but avoid all unnecessary handling (avoid putting it on and taking it off multiple times, as their protective efficacy decreases).

Gloves are not a substitute for washing your hands; always wash your hands before and after wearing gloves.

When touching shared equipment, use a hand sanitizer while wearing your gloves too.

The University will provide powder free latex gloves in different sizes. Vinyl gloves are available for people with a latex allergy, but they are not as resistant as latex gloves.

After use, dispose of masks and gloves in waste bins (non-recyclable waste).

The existing provisions for employees exposed to specific risks which require the use of specific protective equipment for airways and hands remain in place; the relevant departments and centres will continue to provide these supplies.

8. Limit movement within the building

All employees should move around the office and visit other university premises as little as possible.

9. Guidelines for common areas and shared equipment

Always wear a face mask in common areas.

Lifts

Avoid using lifts if possible, and give priority to people with disabilities.

Only use lifts when no-one else is using them, and wear a mask.

If you are carrying heavy or cumbersome loads, place those in the lift and use the stairs if you can.
Be very careful with keypads, handles, lift doors: always wash your hands with soap and water or with a hand sanitized before and after touching these surfaces. Do not lean on walls. Wait for the lift to get to your floor at a distance to avoid close contact with people getting off.

**Company cars**

Only one person at a time can use a company car. Two people can be in the same company car out of necessity but they must still maintain at least a 1 metre distance between them and they both must wear a face mask. The driver and passenger (if any) must sanitize their hands before and after using the car. Company cars will be equipped with disinfectant to clean surfaces and, in particular, the wheel, gear stick, parking brake, door handles and other common touchpoints, and with a pair of disposable gloves (users are required to dispose of the used equipment).

**Vending machines and snack areas**

Only as many people as the vending machines are allowed simultaneously to the snack area. People are recommended to stay in the room as little as possible. To use the vending machines:
- Wear a face mask;
- Keep at least 1 metre from other people;
- Clean your hands with a hand sanitizer before using the keypad;
- Pick up your order and leave immediately.

Always make sure that there is a minimum 1-metre distance among people. Anyone without a face mask must maintain at least a 2-metre distance from others, for not more than 15 minutes. Where possible, have your drink or snack outdoors maintaining the social distance. Always wash your hands before visiting the snack area and clean any surfaces before and after using them.

**Meeting rooms**

Face to face meetings are not possible at the moment. Organize remote meetings. In case of need and if it is not possible to organize a remote meeting, keep the number of participants to a minimum to maintain at least a 1 metre distance between people. All participants must wear a face mask and will have to sanitize their hands before entering the meeting room. People will enter and leave the room in an orderly manner to ensure proper distancing.

**Printers/Copiers area**
- Wear a face mask;
- Keep at least 1 metre from other people;
- Clean your hands with a hand sanitizer before using the keypad;
- Pick up your prints and leave the area immediately.

**10. Events and staff training**

All internal events and face to face staff training activities have been cancelled. Training on health and safety issues will be provided in remote mode (including where not provided for by previous regulations), in compliance with national measures.
Where professional and qualifying training on health and safety in the workplace cannot be provided in remote mode within the set deadlines because of the Covid-19 emergency (and therefore due to force majeure), staff with a given role or function who have not completed such training can maintain their role or function (e.g. emergency management staff, etc.).

C. WHAT TO DO IF SOMEONE SHOWS COVID-19 SYMPTOMS AT UNITRENTO

If someone starts experiencing symptoms at work at UniTrento (fever, coughing, sneezing) they must immediately inform their supervisor. This person will be immediately isolated, the workplace will be closed, their contacts will be traced. Any co-workers will also be isolated. The person showing any of the above symptoms will leave the office immediately, go home and inform their doctor. The University of Trento, with support from the competent doctor, will inform health authorities. The same procedure applies in case the employee shows symptoms out of the University setting, while off work, and for people who visited university premises and who are not university employees.

The University will work with health authorities to trace the contacts of individuals who visited their premises and tested positive for Covid-19 or has symptoms that may suggest exposure to Sars-Cov-2, in order to organize the quarantine. During the contact tracing, the University will advise any co-workers to self-isolate at home until the epidemiological survey has been completed.

If an employee is confirmed positive for Covid-19, the University will sanitize the workplace as required by legislation mentioned above.

D. HEALTH SURVEILLANCE

The health surveillance of staff who is back to work will continue in compliance with the hygiene measures in place. Health surveillance also aims to identify potential cases and risks of contagion so that the competent doctor can inform employees on preventive and protective measures that must be put in place.

In order to go back to work, individuals who were sick with Covid-19 must obtain, as provided by law, from the relevant Prevention and Protection Service (or from their doctor), a certificate stating that they tested negative. At this point, the competent doctor will perform a medical examination on the employee, on a date and location to be defined. The employee is required to send the certificate to the competent doctor together with his or her phone number and will be contacted for arrangements.

People with specific issues (who have underlying conditions or are pregnant) can contact the competent doctor who, in compliance with privacy regulations, will report their case to the University to protect them properly (for example by suspending the work activity).
The competent doctor is also available to give advice to employees with family members with specific issues.

### Risk factors for Sars-Cov-2:

1. **Age above 55.**
2. **Serious conditions, including:**
   - a history of malignant tumours in the past 5 years;
   - diabetes mellitus;
   - unstable high blood pressure;
   - severe heart conditions (recent strokes, arrhythmia, vascular disorders);
   - chronic respiratory diseases that cause difficulty breathing;
   - kidney or liver failure;
   - conditions and treatments that compromise the immune system (e.g. cortisone treatments);
3. Workers with a cognitive or behavioural impairment who may not be able to use personal protective equipment or to comply with safety guidelines.
4. **Pregnancy.**

### E. ACCESS OF EXTERNAL STAFF

The present protocol and any updates will be sent to contractors and suppliers who need access to UniTrento premises and to other organizations or entities that have access to university spaces (e.g. partners in research).

An excerpt of the present protocol will be included in the General DUVRI document of the University.

External staff are required to adopt the same safety and security measures in place for UniTrento staff, and to observe any provisions by their employer. Employers are required to share their Covid-19 operational protocol with their contact persons (e.g. the "Direttori Esecuzione Contratto"). The DUVRI document will be updated based on this exchange of information (where appropriate).

External staff can only access areas that have been previously agreed with the contact person or "Direttore Esecuzione Contratto" of UniTrento.

**Deliveries** by couriers and suppliers will be left at the door, outside receptions, in a dedicated area. Couriers and suppliers can access buildings wearing a mask and gloves, which must also be sanitized using the hand sanitizer dispenser at the entrance. Couriers are not allowed to use restrooms at UniTrento premises.

Drivers, if possible, will remain in their vehicle, they are not allowed to enter university buildings. Carriers and suppliers must maintain at least a 1 metre distance from UniTrento staff when preparing for loading or unloading operations.

**Work sites**
Work site activities within UniTrento buildings are suspended until further notice; only works authorised by the orders in force can take place.

List of quick contacts of local health authorities in the Province of Trento:

Provincial Health Care Services – Prevention Division:
- dipartimentoprevenzione@apss.tn.it
- toll-free number 800 867388
- emergency number 112

University contacts:
- Prevention and Protection Service servizioprevenzioneeprotezione@unitn.it
- Competent doctor: fabio.malesani@interfree.com
- Health and Safety Representatives: rls@unitn.it