



**REPORT ON THE APPLICATION OF THE SHARED PROTOCOL
OF REGULATORY MEASURES TO CONTAIN AND COMBAT
COVID-19 – ACADEMIC YEAR 2021/2022**

Legislative Decree 81/08

Ministerial Orders

Ministerial Circulars

**Shared protocol of regulatory measures for combatting and containing the
spread of the Covid-19 virus in the workplace**

Update D.L. 26 November 2021 no. 172

D.L. 30 December 2021 no. 229

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Revision January 2022

Setting:	IULM Buildings – University Campus
Address:	Campus between the streets Via Carlo Bo – Via Filargo – Via Russoli – Via Calindri



PROGRAMME OF MEASURES FOR CONTAINMENT- ACADEMIC YEAR 2021/2022

The reopening of the university's premises for the new academic year has made it necessary to partially revise the updating protocols in relation to the pandemic situation and the measures issued. The REGULATIONS, which remain on file as basic rules of coexistence and behaviour, are constantly implemented and updated throughout the emergency period with the following prescriptive rules.

A supplement to the previous protocols is necessary in view of the transposition of the CRUI proposals accepted by the CTS and in view of the new decree-law no. 111 of 6 August 2021 on "Urgent measures for the safe operation of school, university and social activities and on transport".

Decree-Law no. 1 of 7 January 2022 - Urgent measures to tackle the COVID-19 emergency, particularly in workplaces, schools and higher education institutions" introduces compulsory vaccination for the prevention of SARS-CoV-2 infection also for the staff of universities and institutions of higher artistic, musical and choral education. As of 1 February 2022, vaccination is a compulsory requirement for carrying out work activities within university facilities.

Similarly, the decree introduces the obligation for all those who have reached or will reach the age of 50 years as of 15 February 2022.

We therefore provide an update of the main rules, referring you to the rules and circulars issued by the relevant bodies:

GENERAL MEASURES FOR THE CONTINUATION OF UNIVERSITY AND FACE-TO-FACE TEACHING ACTIVITIES	
1	the use of respiratory protective devices with at least FFP2 degree of protection is compulsory, with the exception of individuals with pathologies incompatible with the use of such devices who have appropriate certification;
2	it is recommended that an inter-personal safety distance of at least one metre be observed, unless explicit exceptions are made if the structural and logistical conditions of the buildings allow this to increase attendance in the presence of the greater number of students;
3	persons with respiratory symptoms and/or a body temperature of more than 37.5° are prohibited from entering or remaining on the premises.
4	<p>It is compulsory to be in possession of a " certificazione verde Covid 19" (Green Pass) to gain access to the university's facilities, in-person lectures, conducting examinations or graduation exams, for reception of students or access to the university's reception facilities.</p> <p>As of 10 January 2022, access to the following premises and services will no longer require the basic Green Pass (obtained by swabbing) but the "super" one:</p> <ul style="list-style-type: none">- Catering, bar (including counter), indoor eating areas including Our Food and classrooms;- Gymnasium and indoor sports areas;- Shows, events, parties, exhibitions, ceremonies (e.g. Graduation Day, inaugurations, etc.). <p>Vaccination is compulsory for at least the first cycle (first and second dose) and the administration of the next booster dose to be carried out in accordance with the indications and deadlines laid down by the Ministry of Health for:</p> <ul style="list-style-type: none">- all university staff (Administrative Technician (AT), contract lecturer, tutor, guest or other temporary position) from 1 February 2022 until the end of the health emergency;- all those who have reached the age of 50, obligatorily from 15 February 2022 and until the end of the health emergency; <p><i>If the verification is not successful, the person concerned will not be allowed access to the facility. In the event of problems, it is necessary to contact the Emergency Coordinator who will manage the removal of the person concerned from the premises, according to the appropriate company procedure.</i></p>
5	Continuation of smart working arrangements for fragile people and those who are pregnant, or



	in accordance with programming to be defined with the Head of Service as regulated by the University Management according to the limited space available in each office and according to the effectiveness of the provision of remote services.
6	<i>Sanitisation of workplaces is encouraged.</i>
8	<i>It is also recommended that movement within the sites is limited as much as possible and that access to common areas is restricted.</i>

Implementation:

With the resumption of internal activities, the gradual return to the spaces has been regulated, with the necessary functions, estimating the critical spaces on which to set limits of influx, defining methods of access and use of the spaces.

For each office, a mapping has been carried out of the number and necessary functions that will occupy the spaces in shifts, compatibly with the allocation of space and in compliance with the rules of spacing for workplaces.

All the working environments have been analysed to prepare the verification of the correct interpersonal distances and to organise a basic sanitation of the environments before entering.

For offices with less distance and more people present, alternating shifts of two blocks of people have been placed in shifts, to preserve part of the working team in case of internal positivity.

Access to the library, which was opened in July, is subject to reservations and specific regulations, which are on file.

The central bar and canteen were reopened at the end of September with the arrival of students. The manager of the service has prepared the containment measures and the mapping with the contingency of the internal spaces.

Two guards remain in the vicinity of the two areas at peak times to control crowds, distances and the use of masks. Access to the refreshment areas, bars and canteens is only possible when people have a Covid-19 "super" green pass.

Considering that under the law the obligation to possess the "Covid 19 green pass" is envisaged:

- a) From 1 September until the end of the health emergency*
- b) For all school and university staff;*
- c) For all students - including, reasonably enough, also doctoral students, research fellows, scholarship holders, trainees, thesis students, graduate students and all workers - with the sole exception of those exempt from the vaccination campaign, on the basis of appropriate medical certification issued according to the criteria determined by the Ministry of Health;*

Face-to-face lessons are only open to students with the Covid-19 green pass.

The Covid-19 green pass is required for the written and oral examinations.

Graduation examinations: the ordinary procedures for holding the final examination are reinstated and will be conducted in accordance with the provisions set out in the study provisions;

Bachelor's, Master's and single-cycle degree examinations will be held in person;

Possession of the "Covid-19 green pass" is compulsory, in the same way as envisaged in art. 2 of Law Decree no. 11 of 6.8.2021 and Law Decree no. 52 of 22 April 2021 and subsequent amendments and additions ;

For logistical reasons, it is absolutely essential that the scheduling envisages the possibility of holding graduation sessions also on Saturday mornings if necessary;

Reception of students: Each lecturer guarantees online reception of students.

Library services and all other services of the university are only available by reservation, with the requirement of having a Covid-19 green pass and complying with safety and spacing regulations. 50% of the seats in the reference rooms can be occupied.



INFORMATION

Using the most suitable and effective methods, the university has informed all workers and anyone who enters the premises about the Authorities' measures, delivering and/or posting at the entrance and in the most visible places information leaflets and signs.

In particular, the information concerns:

1	the obligation of staying in one's room in case of high temperature (over 37.5°) or other flu symptoms and to call the GP and the health authorities
2	the awareness and acceptance of the ban on entering or remaining in the university where, even after entry, dangerous conditions exist (flu symptoms, temperature, coming from risk areas) or if you are in quarantine or isolation conditions as envisaged by current legislation and in all cases where the Authority's orders require you to inform your family doctor and the Health Authority and to remain at home.
3	the commitment to comply with all the provisions of the Authorities and the university management/employer when entering the university (in particular, maintaining a safe distance, observing the rules of hand hygiene and behaving properly in terms of hygiene).
4	the commitment to promptly and responsibly inform the university management/employer of the presence of any flu-like symptoms while at the university or during work, taking care to remain at an adequate distance from the people present and wearing appropriate PPE.
5	It is compulsory to be in possession of the 'Covid 19 green pass' in order to access the university's facilities, to attend face-to-face lessons, to take exams or degree examinations, to access the university's reception areas. <i>Reference is made to the previous chapter "General Measures".</i>

Implementation:

Specific posters have been placed in all areas of the campus. With the arrival of students, further general and specific posters have been put up in the various rooms.

Each worker and supplier receives and accepts in full the rules of this PROTOCOL, sending a written confirmation that they have read and signed it, with a commitment to comply with it, for the good and protection of the health of every visitor to the campus.

For operational purposes, in the complexity of an entirely new situation for all of us, a behavioural vademecum has been attached, which is constantly monitored in its concrete daily application.

In addition to signage, students have also been informed by smart computer tools.

Access for teachers and staff has been separated from that of the students, as has the temperature measuring station.

A group of people, including auxiliaries, guards and internal staff, has been dedicated to monitoring all established rules.

HOW TO ENTER THE UNIVERSITY CAMPUS

1	<p>Staff, including teachers, before entering the university are subjected to a body temperature check and to a check of the validity of the "Covid 19 green pass" (which can also be carried out on a sample basis) at the entrance to IULM 1. For students, a sample temperature measurement tool is available on a voluntary basis at the various totems installed at the entrances to the building. Temperature measurements can also be carried out by staff using digital thermometers or thermoscanners.</p> <p>If the temperature exceeds 37.5°, access will not be permitted. People in this condition will be temporarily isolated in the infirmary and provided with FFP2 masks (if they do not have them); they should contact their doctor as soon as possible and follow his/her instructions.</p>
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	<p><u>Note 1 Privacy</u></p> <p>The real-time measurement of body temperature and verification of the validity of the "Covid 19 green pass" constitutes the processing of personal data and, therefore, must be carried out in accordance with current privacy regulations. To this end, we suggest:</p> <p>1) detecting the temperature and not recording the data acquired. It is only possible to identify the person concerned and record the exceeding of the temperature threshold if it is necessary to document the reasons why access to the university premises was denied.</p> <p>The university also carries out checks on the possession of the COVID-19 green pass in accordance with regulatory indications, as well as in compliance with privacy legislation and, in particular, taking care to process the data contained in the COVID-19 green pass within the limits of the purposes envisaged by the regulations;</p> <ul style="list-style-type: none">- checks on university students in relation to their possession of the COVID-19 green pass are carried out on a random basis and according to procedures identified by individual universities;- the above-mentioned checks are the responsibility of the "persons in charge" of the universities, i.e., pursuant to Article 2, paragraph 1, letter b) of Law no. 240 of 2010, the Rectors and their delegates, if any, on the basis of the organisation that each university will adopt for the control.- If the verification is not successful, the person concerned will not be allowed access to the facility/services offered. In the event of problems, it is necessary to contact the Emergency Coordinator who will manage the removal of the person concerned from the premises, according to the appropriate company procedure. <p>2) providing information on the processing of personal data. It should be noted that the information notice may omit information already in the possession of the data subject and may also be provided orally. With regard to the contents of the information notice, with reference to the purpose of the processing, the prevention of COVID-19 infection may be indicated and with reference to the legal basis, the implementation of anti-contagious security protocols may be indicated pursuant to Article 1, no. 7, letter d) of the Prime Ministerial Decree of 11 March 2020 and with reference to the duration of any data retention, reference may be made to the end of the state of emergency;</p> <p>3) defining the appropriate security and organisational measures to protect the data. In particular, from an organisational point of view, the persons responsible for processing must be identified and given the necessary instructions. To this end, it should be noted that data may only be processed for the purpose of preventing infection by COVID-19 and must not be disclosed or communicated to third parties outside the specific regulatory provisions (e.g. in the event of a request by the Health Authority to reconstruct the chain of any 'close contacts' of a worker who has tested positive for COVID-19);</p> <p>4) in the event of temporary isolation due to the temperature threshold being exceeded, ensuring procedures to guarantee the confidentiality and dignity of the worker.</p> <p>These guarantees should also be ensured in the event that the worker informs the Human Resources Department that he/she has had, outside the company context, contact with individuals who have tested positive for COVID-19 and in the case of removal of the worker who develops fever and symptoms of respiratory infection during the work activity and of his/her colleagues.</p>
2	<p><u>Privacy</u></p> <p>If a declaration is requested stating that the person does not come from epidemiological risk areas and that there has been no contact, in the last 10 days, with persons who have tested positive for COVID-19, attention should be paid to the rules on the processing of personal data, since the acquisition of the declaration constitutes data processing. To this end, the indications given in footnote 1 above apply and, in particular, it is suggested to collect only data that are necessary, adequate and relevant for the prevention of COVID-19 infection. For example, if a statement is requested on contacts with persons who tested positive for COVID-19, additional information on the positive person should not be requested. Or, if a statement is requested on coming from epidemiological risk areas, it is necessary to refrain from requesting additional information on the specificities of the locations.</p>
3	<p>A safe area (the infirmary) has been identified in the university building where a person suffering from flu-like symptoms or who is manifestly ill (whether a student, employee or</p>



	collaborator in any capacity) can stay.
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<p><u>Implementation:</u> <i>Until the end of the emergency, local measuring devices will remain in place to provide a preventive means for everyone, with sample temperature measurements.</i> <i>In order to reduce the number of people arriving at the entrance at peak times, AT personnel will arrive flexibly between 8.30 and 9.30, with lunch breaks agreed on the times and methods.</i></p> <p><i>As requested and ordered by the municipality, classes have been moved to start no earlier than 9.30 a.m., with preference given to starting at 10 a.m. wherever possible to help reduce congestion on public transport at rush hours.</i></p> <p><i>For lessons, there is a constant interface between the anti-Covid committee and the secretariat to monitor the effectiveness of the staggered organisation of the various classes over the course of the days. Potential accesses to the toilets have also been mapped, to assess possible gatherings.</i></p> <p><i>There is a PPE kit drop-off point at the entrance for employees and teachers.</i></p> <p><i>A valid Covid 19 "super" green pass is required for <u>attendance at events, exhibitions and conferences organised by the University.</u></i></p>	

MEANS OF ACCESS FOR EXTERNAL SUPPLIERS	
1	For the access of external suppliers, identify entry, transit and exit procedures, using predefined means, routes and timing in order to reduce the chances of contact with the staff in the departments/offices involved.
2	If possible, the drivers of the means of transport must remain on board their own vehicles: access to the offices is not allowed for any reason. For the necessary preparation of loading and unloading activities, the haulier must keep a strict distance of one metre.
3	Access to visitors should be reduced as much as possible; if external visitors (cleaning, maintenance, etc.) are required, they should be subject to all the rules of the university, including those for access to the university's premises set out in the table above.
4	The rules of this Protocol extend to companies under contract that may organise permanent and temporary sites and construction sites within the premises and common areas.
5	All non-permanent staff are also required to hold - and if requested to show - the green covid-19 pass.

CLEANING AND SANITATION ON THE CAMPUS	
1	<p>The university ensures the daily cleaning and periodic sanitisation of the premises, rooms, study stations and common and leisure areas.</p> <p>For the cleaning of areas not used by COVID-19 cases, the ordinary cleaning of the premises with common detergents is enough, making sure to clean all frequently touched surfaces (e.g. walls, doors, windows, toilet surfaces) with particular attention.</p> <p>Even though it is still being studied, preliminary information suggests that the virus can survive a few hours. The use of simple disinfectants - for example disinfectants containing 75% alcohol (ethanol) or 1% chlorine (bleach) - can kill the virus by eliminating its ability to infect people.</p> <p>When using bleach, be careful not to mix it with other chemicals. (Bleach mixed with other products such as ammonia, alcohol, muriatic acid may develop chlorine and become dangerous. Hot water can also cause reactions.) The products should be used as written in the dosage notes specified on the packaging.</p>
2	In the case of the presence of a person with COVID-19 inside the premises and at the



	<p>resumption of activities, said premises are cleaned and sanitised in accordance with the provisions of Circular no. 5443 of 22 February 2020 of the Ministry of Health, as well as ventilated.</p> <p><i>Due to the possible survival of the virus in the environment for some time, places and areas potentially contaminated by SARS-CoV-2 must be thoroughly cleaned with water and common detergents before being used again. For decontamination, the use of 0.1% sodium hypochlorite after cleaning is recommended. For surfaces that may be damaged by sodium hypochlorite, use 70% ethanol after cleaning with a neutral detergent.</i></p> <p><i>When cleaning with chemicals, ensure ventilation of the rooms.</i></p> <p><i>All cleaning operations must be carried out by personnel wearing PPE (FFP2 or FFP3 respiratory filter, face protection, disposable gloves, disposable long sleeved waterproof gown) and follow the measures indicated for the safe removal of PPE (undressing). After use, disposable PPE should be disposed of as potentially infected material.</i></p> <p><i>All frequently touched surfaces, such as walls, doors and windows, toilet and sanitary surfaces, must be cleaned with particular care. Bed linen, curtains and other fabric materials must be washed with hot water at 90°C and detergent. If washing at 90°C is not possible due to the characteristics of the fabric, add bleach or sodium hypochlorite products.</i></p>
3	end-of-shift cleaning and periodic sanitising of keyboards, touch screens and mice with appropriate detergents must be ensured in both offices and classrooms.
4	The university, in compliance with the indications of the Ministry of Health and according to the methods considered most appropriate, can organise special/periodic cleaning operations using social shock absorbers (even in derogation).
<p><u>Implementation:</u></p> <p><i>Cleaning has been notably implemented in line with current regulations.</i></p> <p><i>Each room has been <u>thoroughly sanitised</u> when people resumed using the premises.</i></p> <p><i>The cleaning company has recorded the sanitisation protocol and the products used.</i></p> <p><i>Cleaning and sanitising of localised air conditioning filters have also been implemented.</i></p> <p><i>The procedure for the urgent activation of sanitisation in the event of a declared positive reaction is on file.</i></p>	

PERSONAL HYGIENE PRECAUTIONS	
1	It is obligatory for people in the university to take all hygiene precautions, especially for the cleaning and sanitization of the hands.
2	The university provides suitable hand cleansing agents.
3	Frequent cleaning of hands with soap and water is recommended.
<p><u>Implementation:</u></p> <p><i>There are dispensers for periodic hand sanitisation in various points.</i></p>	

PERSONAL PROTECTIVE EQUIPMENT	
<p>The implementation of the hygiene measures and personal protective equipment indicated in this Regulatory Protocol is fundamental and, given the current emergency situation, is obviously linked to market availability.</p> <p>For these reasons:</p>	
1	<p>masks, which have been identified as necessary in all indoor spaces to reduce the risks of the activity, must be used in accordance with the indications of the World Health Organisation and the recent DPCM and its subsequent amendments.</p> <p>The use of the mask helps to limit the spread of the virus but must be taken in addition to other respiratory and hand hygiene measures. In fact, the use of masks may even increase the risk of infection due to a false sense of safety, leading to an increased contact between</p>



	hands, mouth and eyes.
2	<p><u>Information:</u></p> <p>Surgical masks are suitable for people with flu symptoms and fever; they protect others. Their validity lies in this: they retain particles (e.g. of saliva) and prevent them from coming into contact with other people. For this reason, surgical masks do not have the function of isolating the wearer from external pathogens.</p> <p>FFP2/FFP3 masks, on the other hand, have a dual function: they protect the wearer from external agents and protect people who come into contact with virus carriers. They filter exhaled and inhaled air. According to the WHO, the former (Ffp2) filter out over 92% of suspended particles. The latter (Ffp3) can filter 98% or more. To be useful, they must adhere well to the face. They last between 6 and 8 hours.</p>
3	The use of masks with at least FFP2 filtering power is recommended.
4	If the work requires an interpersonal distance of less than one metre and other organisational solutions are not possible, it is still necessary to use masks and other protective equipment (goggles, overalls, headphones, gowns, etc.) in accordance with the provisions of the scientific and health authorities, after consulting the Protection and Prevention Service (specific cases of prevention).
5	<p>It is important to follow certain rules for the correct wearing, removal and disposal of a face mask. Otherwise, this device, used to reduce the risk of infection, instead of protecting, can become a source of infection due to the germs that may accumulate. How to put on the mask:</p> <ul style="list-style-type: none">- before putting on the mask, wash your hands with soap and water or an alcohol solution;- cover your mouth and nose with the mask, making sure that it is intact and fits your face well;- avoid touching the mask while wearing it; if you do touch it, wash your hands- when the mask becomes wet, replace it with a new one and do not use it again;- remove the mask by taking it from the elastic band and do not touch the front of the mask; discard it immediately into a closed bag and wash your hands.

Implementation:

The use of **masks in ALL areas** from the entrance to the campus is defined as mandatory.

For other situations of worsening of the pandemic related to a change in the colour of the Region (yellow, orange, red), the measures issued for the current situation will be followed.

For lessons, the use of masks is compulsory, as the physical distance is just over one metre and is not ensured in the various movements of people inside classrooms.

In everyday situations where it is not possible to wear masks (break areas, lunch breaks, smoking areas) ensure that the distance between people is **greater than two metres** and only lower the mask for as long as it is necessary to consume food or drink.

For first aid actions, the emergency management team is also equipped with a protective visor, in addition to the masks, and gloves.

PPE is handed out at the entrance of IULM 1.

MANAGEMENT OF COMMON AREAS (CANTEEN, CHANGING ROOMS, SMOKING AREAS, DRINKS AND/OR SNACK DISPENSERS...)

1	access to common areas, including canteens, and smoking areas is restricted, with provision for continuous ventilation of the premises (open windows) for a reduced period of time within these areas and with maintenance of a safe distance of more than one metre between the persons occupying them.
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2	periodic sanitisation and daily cleaning with appropriate detergents of the canteen areas and the keypads of the drinks and snack machines must be ensured.
3	<u>Access to refreshment areas, bars and canteens is only possible if in possession of Covid-19 green pass ("super green pass").</u>

Implementation:

Lunch breaks should be taken either outside or at your desk. It is not permitted to stay less than one metre away from colleagues. For lessons, breaks will be staggered as much as possible to avoid crowds and excessive queues. The situation will be monitored in order to identify and resolve any problems.

The break areas remain active. It is possible to stop in the break areas only for the time necessary to take and consume the product dispensed from the vending machines, with the possibility of sitting at a distance of at least one metre. They will be cleaned with particular care.

The water distributors will be deactivated, encouraging the distribution of personal bottles.

The canteen and cafeterias are open, regulated by specific protocols, with the appropriate spaces.

BUSINESS ORGANISATION (SHIFTS, TRANSFERS AND SMART WORK, Limited to the period of the emergency due to COVID-19, with reference to the provisions of the CCNL and thus encouraging agreements with the company trade union representatives, it will be possible:

1	to ensure a shift plan for employees with the aim of minimising contact and avoiding crowds or too small a space, always in agreement with managers;
2	using smart working for fragile individuals.

Implementation:

All offices have been mapped and, if necessary, reshaped to reduce presences in line with the new social distances. In some offices presences will be rotated for this purpose.

Each workstation should be one metre away from the others, taking into account the alternating entrance and exit.

The activity of delivering mail or other paper materials constitutes an element of risk and is regulated by limiting internal movements between offices, floors and buildings to the minimum necessary.

At the points of greatest document flow, parcels and documents to be signed are left on temporary and remote shelves, without signatures or direct exchange of objects.

MANAGING THE ENTRY AND EXIT OF WORKERS

1	Staggered entry/exit times are encouraged to avoid as much contact as possible in common areas (entrances, bar, canteen, vending machines, badges)
2	where possible, an entrance door and an exit door from these premises should be set up, dedicated signs should be provided and the presence of cleaners should be ensured with appropriate signage
3	Staff, including lecturers, before entering the workplace are subjected to a body temperature check and to a check (also by sampling) of the validity of the "Covid 19 green pass", from the IULM 1 access, for as long as the obligation dictated by national and regional ordinances . For students, a sample temperature measurement tool is active in the various buildings, which can be used voluntarily at the various totems. The temperature can also be measured by staff using digital thermometers or thermoscanners. If the temperature exceeds 37.5°, access to the workplace will not be permitted. People in such conditions will be temporarily isolated in the infirmary and provided with masks; they should contact their doctor as soon as possible and follow his/her instructions. <i>If the verification is not successful, the person concerned will not be allowed access to the</i>



	<i>facility/services offered. In the event of problems, it is necessary to contact the Emergency Coordinator, who will manage the removal of the person concerned from the premises, according to the appropriate company procedure.</i>
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Implementation:

Staggered entrances from 8.30 to 9.30 a.m., with cordons restricting access routes and spacing, with indicative signs.

Restricted access to the temperature gauge at IULM 1, for AT, teachers and staff. Internal staff flows are separated from student flows.

Possible supplementary measures to prevent crowding will be subsequently evaluated to reduce queues at the entrances, if critical issues are found in the real-life application.

INTERNAL MOVEMENT, MEETINGS, INTERNAL EVENTS AND TRAINING	
1	Meetings held in person are not allowed unless previously authorised by the Management. If the meetings are characterised by necessity and urgency and it is impossible to connect remotely, the necessary participation shall be reduced to a minimum and, in any case, interpersonal distance and adequate cleaning of the premises shall always be guaranteed, as well as the compulsory use of masks for everyone.
2	All internal events and face-to-face activities are filmed while keeping all the university's rules in place at all times, with the requirement to have the Covid-19 'super' green pass and to comply with safety and distancing rules.
3	<p>Failure to complete the updating of professional and/or qualifying training within the deadlines laid down for all company roles/functions in the field of health and safety in the workplace, due to the emergency in progress and therefore due to force majeure, does not entail the impossibility of continuing to perform the specific role/function (by way of example: the emergency worker, whether fire-fighting or first aid, may continue to intervene if necessary; the forklift truck driver may continue to work as a forklift truck driver).</p> <p>In such a case, the refresher training must be completed promptly after the restrictive measures set out in the national measures have ceased to be effective, once the ordinary training activities have been resumed in the forms permitted by the regulations in force. It should be noted that this indication does not apply in the case of failure to complete the initial or basic training; in this case, the operator without the due training cannot and must not for any reason be employed in the role/function to which the compulsory and/or qualifying training refers.</p>
<p><u>Implementation:</u></p> <p><i>The activities of the university will gradually resume, as per the changes in regional colouring dictated by the DPCM and regional ordinances, according to the planning of the new calendars.</i></p> <p><i>Meetings and face-to-face encounters will be limited to the minimum necessary and only with the express authorisation of the management, with distance meetings always being encouraged.</i></p> <p><i>Face-to-face meetings can only be held if authorised and with verification of space and attendance quotas.</i></p> <p><i>Internal movements of staff must continue to be limited, according to strict necessity.</i></p>	

MANAGEMENT OF A SYMPTOMATIC PERSON ON CAMPUS	
1	in the event that a person present in the university develops a fever and symptoms of respiratory infection such as a cough, he/she must immediately report this to the Human Resources Office; he/she shall proceed to isolate him/herself according to the measures of the health authority and to isolate others present on the premises, the university shall immediately



	proceed to alert the competent health authorities and the emergency numbers for COVID-19 provided by the Region or the Ministry of Health.
2	Identify in the workplace a safe area (INFIRMARY IN IULM 1) where to place a person who feels flu-like symptoms or is manifestly ill (be it an employee or co-worker in any capacity.).
3	People in this condition will be temporarily isolated, with continuous use of masks. The person intervening also wears a face shield and gloves.
4	Make sure, if conscious, that he/she has not used the toilets; if he/she has, disinfect with detergents and sterilisers and ventilate the space.
5	Do not move his/her car and do not get into it, if he/she is a colleague sterilise his/her desk immediately with detergents and all objects he/she has come into contact with, empty the waste bin, clean the bathroom and disinfect all objects he/she has touched.
6	The company cooperates with the health authorities in defining any "close contacts" of a person present in the company who has been found positive to the COVID-19 swab. This is to enable the authorities to apply the necessary and appropriate quarantine measures. During the period of the investigation, the company may ask any possible close contacts to leave the workplace as a precautionary measure, as directed by the health authority.

Implementation:

With the start of lessons, reported positives have always been handled, so the protocol approved by the CTS at its meeting of 28-08-2020, as well as recent DPCMs and DLs, has been followed.

In synergy between the universities and the competent health authorities, we proceed in advance to - map the students and teachers present in each classroom during the various lessons.

In the event of a positive result:

- *the classrooms concerned will be closed and the spaces will be sanitised as a matter of urgency;*
- *for up to two positive cases, attendance will continue, but with the obligation to wear a ffp2 mask, inviting everyone to monitor any symptoms and to swab if they occur;*
- *with three positive cases, the courses will be converted from face-to-face to online attendance for the time necessary for quarantine;*
- *collaboration will take place with the health authority in identifying those present and contacts in the 48 hours prior to symptoms or swabbing;*
- *quarantines and/or self-monitoring will be enforced in accordance with current regulations.*

Return to work on site is subject to negative swab results.

After absence due to COVID-19 illness, a negative swab must be produced for return and a valid green pass must be shown. If, for administrative reasons, the ATS (local health authority) has not yet issued a green pass, it is possible to enter with a certificate of recovery and a negative swab; this derogation is valid for a maximum of 15 days from the date of recovery.

UPDATING THE REGULATORY PROTOCOL	
1	A committee has been set up to apply and check the rules of the regulatory protocol with the participation of the company trade union representatives and the RLS. Checks will be carried out by the emergency coordination and the technical office, with the obligation for guards and auxiliaries to cooperate by reporting any violations and problems or critical issues.
2	Any further requirements defined by the competent authorities should be checked daily by consulting the website of the Ministry of Health and the region concerned.
3	Encourage agreements between employers' and trade union organisations

Implementation:

The implementation and verification committee is appointed by the university management.

Regular streaming meetings are held for discussion and updating, as well as evaluation of critical issues and definition of improvement actions.

