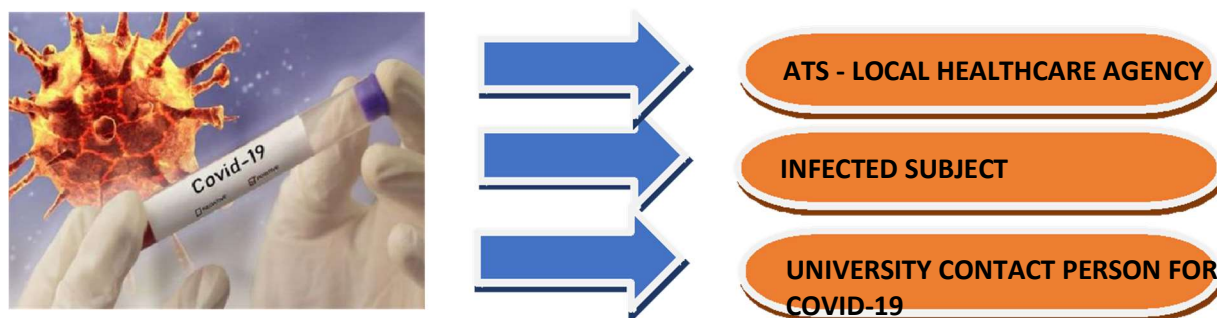

COVID-19 GUIDELINES

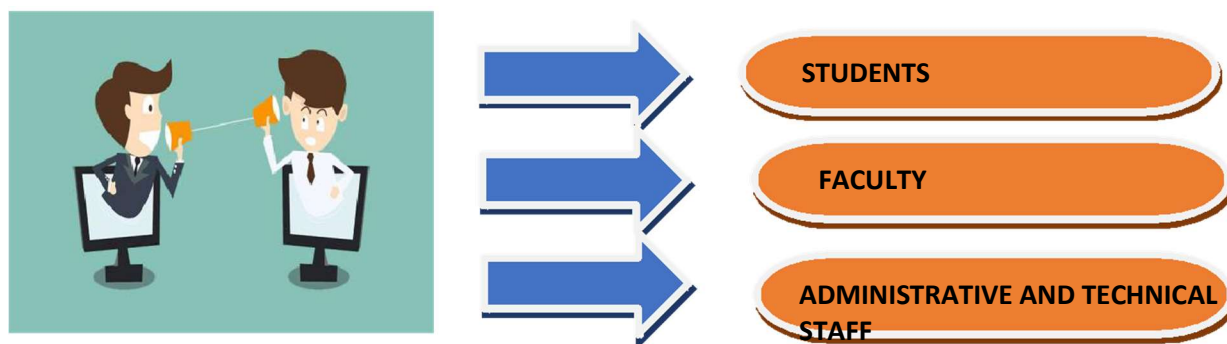
HOW TO DEAL WITH A POSITIVE COVID-19 CASE ON CAMPUS

A Head of Structure who is informed of a positive diagnosis of Covid-19 must promptly inform the University Contact Person for Covid-19 (Eng. Giovannino Messina), who will liaise with the Public Health Prevention Department.

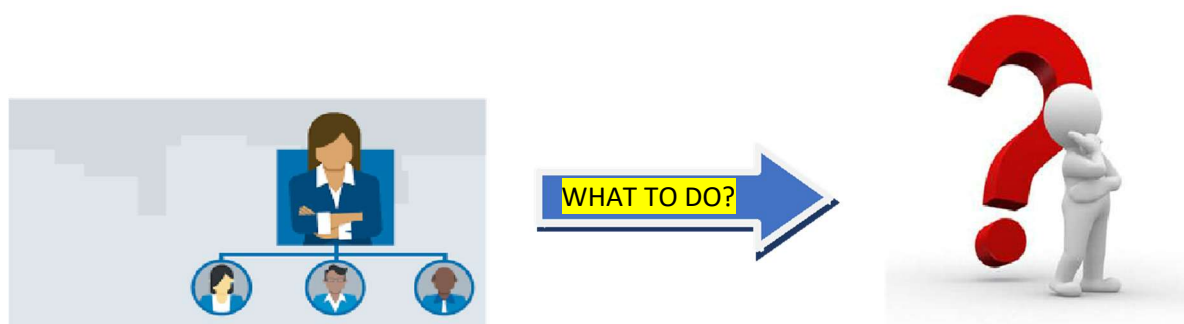
The Head of Structure may be notified of a Covid-19 case by the following:



The notice may concern:



After being notified of a Covid case, the **Head of Structure**, in consultation with the University Contact Person for Covid-19, will comply with the following requirements:



The Head of Structure is required to:

1. *Check the presence of the positive person on campus, if possible, through an attendance log or punching record or booking system;*
2. *Identify the premises attended by the Covid-19 positive subject in the two days preceding the onset of symptoms or the swab test, as well as the isolation start date;*
3. *Provide for the temporary closure of the University premises referred to in point 2 (classrooms, libraries, laboratories, offices, etc.);*
4. *Notify all those who are concerned (faculty, technical and administrative staff, employees of external entities working in the aforementioned premises) of the temporary closure of the premises;*
5. *Communicate the information collected to the University Contact Person for Covid-19;*
6. *Wait for extraordinary sanitation of the premises concerned;*
7. *Reopen the premises once the competent Property and Insurance Services Division (Contact Person Arch. Giorgio Perego) has confirmed the completion of sanitation procedures.*

A Department Head may be assisted in these activities by a **Department Delegate**. This appointment must be communicated to the University Contact Person for Covid-19 and all the Department staff, in order for the Delegate to collect any reports and provide useful information for the correct implementation of the procedure. The Delegate will report directly to the University Contact Person for Covid-19.

The University Contact Person for Covid-19 will contact the area ATS, in order to allow health authorities to enforce the required quarantine or self-isolation measures.



The University, through the Contact Person for Covid-19, cooperates with health authorities to identify any *close contacts* and random contacts of a positive subject on campus.



ACCESS TO UNIVERSITY SPACES

- If your body temperature is 37.5°C or higher, you may not enter the University. You must go home and contact your general practitioner (GP).
- If you have symptoms (fever, cold, cough, conjunctivitis), you must inform your manager / tutor / Department Head, and assess together whether you may go home on your own or you have to call the emergency number of the Lombardy Region (800.894.545), the number of the Ministry of Health (1500) or the Emergency Service (112).
- Once home, you will have to contact your general practitioner (GP), who will assess whether or not to report your case to the ATS. If the case is reported to the ATS, you cannot access the University spaces pending the swab test result.
- If the swab test is negative, you will be able to return to the University; if the swab test is positive, you will have to comply with isolation requirements.
- At the end of the statutory isolation period, you may return to the University, after sending the swab test result to the coordinator of University physicians, Dr. Maria Grazia Ricci, e-mail: mariagrazia.ricci@policlinico.mi.it

CONTATTI UTILI



REPORTING COVID-19 CASES

Any positive Covid-19 cases must be reported as follows:

- The Head of Structure or their Delegate will report the case to the University Contact Person for Covid-19, Eng. Giovannino Messina, e-mail giovannino.messina@unimi.it, and to: direzione.sicurezza@unimi.it;

- The Head of Structure or their Delegate will receive the file to be completed to trace any close contacts of the positive subject. The file must state any close contacts in the period between the two days prior to the onset of symptoms, or the swab test, and the isolation start date;
- The completed file will then be sent to the ATS for the required checks;

The Property and Insurance Services Division will sanitize the premises attended by the positive subject (giorgio.perego@unimi.it; sportello.immobili.patrimonio@unimi.it).

For any issues that are not covered in this document, or for extremely critical and urgent situations, you may phone the Contact Person for Covid-19 or General Management on the following numbers:

ASSISTANCE AND CONTROL DESK



CONTACT PERSON FOR COVID-19
 02503 13460
 02503 13485
 Other phone number
 3346561233

sportello.direzionegenerale@unimi.it

FAQ



Faculty - What should I do if I am quarantined and/or in self-isolation?

If you are placed in quarantine and/or self-isolation by health authorities, you must:

- not come to work;
- inform your Department Head

Pursuant to Annex 22 to the Prime Minister's Decree of 7 September 2020, subject to any other provisions by the competent health authority, your teaching activities will continue online until the end of the self-isolation period.

If you are positive to a swab test, you will be placed on sick leave and your classes will be suspended.

Faculty - What should I do if the number of students in the classroom is higher than expected?

You must ask those students who did not reserve a place to leave the classroom. If they do not comply, you will have to suspend the class.

Faculty - What should I do if one or more students in the classroom do not comply with health provisions?

You must urge the students to comply with health provisions. If they do not comply, you will have to suspend the class.

Faculty - What should I do if I have symptoms?

If you develop symptoms (body temperature above 37.5°C or other flu symptoms including cough, sore throat, cold) off campus, you are required to:

- Stay at home;
- Contact your general practitioner;
- Promptly inform your Department Head.

The general practitioner will handle the case according to current health protocols.

If you develop symptoms (body temperature above 37.5°C or other flu symptoms including cough, sore throat, cold) on campus, you are required to:

- Inform your Department Head, making sure that you:
- Wear a surgical mask;
- Call your general practitioner and follow his/her instructions.

In particular:

- Do not go to other offices,
- Do not go to the emergency room, but follow the general practitioner's instructions.

Faculty - What should I do if I have come into contact with positive subjects?

If you become aware that you have come into contact with a positive subject, contact your general practitioner and follow their instructions.

Moreover, you must inform your Department Head, communicate and comply with the instructions received from the GP.

Students - What should I do if I have symptoms?

If you develop symptoms (body temperature above 37.5°C or other flu symptoms including cough, sore throat, cold) at home, you must stay at home.

Students - What if I develop symptoms in the classroom?



**COVID IN
UNIVERSITY CLASSROOMS**

If you develop symptoms (body temperature above 37.5°C or other flu symptoms including cough, sore throat, cold) **during class**, you must promptly inform the lecturer.

Any lecturer who becomes aware of a symptomatic student during class will contact the staff in charge of classroom management, who will escort the student to an isolated area and ask him/her to contact his/her general practitioner.



**UNIVERSITY
HALLS OF RESIDENCE**

MANAGEMENT OF A SYMPTOMATIC PERSON IN THE UNIVERSITY HALLS OF RESIDENCE

If a student develops fever higher than 37.5°C and/or symptoms of respiratory infection (e.g. cough, breathing difficulties, nasal secretions), they must immediately report it to the Residence Management.

The student must remain isolated in his/her room (or in another dedicated room).

The Residence Management will immediately notify the competent health authorities and call the Covid-19 emergency numbers provided by the Region or the Ministry of Health.

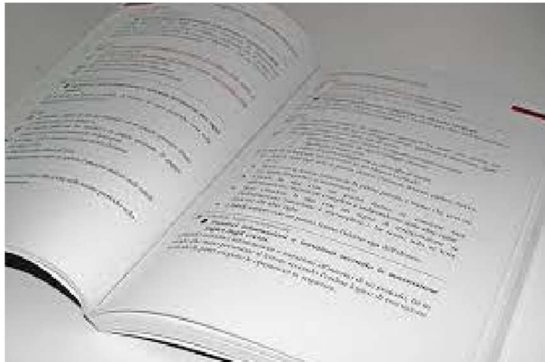
For the purpose of quarantine, each hall of residence, depending on the number of students housed in double rooms and/or with shared bathrooms, guarantees the availability of one or more dedicated rooms with separate toilets.

The Residence Management will start the required procedures, to be defined for each hall of residence, for safe door delivery of meals and for collecting used dishes, as well as for managing the hygiene of the person and the environment where the quarantine takes place.

There will be a clear indication of the spaces for the exclusive use of the positive subject (e.g. bathroom), as well as the methods of use of protective equipment.

If the student must return home, they will be required to use a private vehicle.

Any "close contacts" of the person who has been found positive for Covid-19 will be identified for taking the appropriate quarantine measures.



TERMINOLOGY MATTERS

DEFINITION OF TERMS

ISOLATION: means the separation of people infected with SARS-Cov2 from the rest of the community over the period of contagiousness, in an environment and conditions that prevent the transmission of the infection;

QUARANTINE: means the restriction of movement of healthy people over the incubation period, as they may have been exposed to an infectious agent or a contagious disease, with the aim of monitoring the onset of any symptoms and promptly identifying new cases.

DEFINITION OF CASES

ASYMPTOMATIC CLOSE CONTACT CASE: the persons defined as close contacts of a positive case may return to the University after 14 days' quarantine from the date of last exposure to the case, or after a 10-day quarantine period from last exposure, with a negative antigen or molecular test on the tenth day.

The above provision is intended **only for asymptomatic close contacts**, not for the key positive subject. The latter will have to comply with the following measures:

ASYMPTOMATIC POSITIVE CASE: isolation for at least 10 days from the positive test, with a subsequent molecular test, which must be negative (**10 days plus test**);

SYMPTOMATIC POSITIVE CASE: isolation for at least 10 days from the onset of symptoms, with a molecular test after at least three days without symptoms. The test must be negative (10 days, of which at least 3 days without symptoms, plus test);

LONG-TERM POSITIVE CASE: absent any symptoms for at least a week, despite a persistent positive molecular test, the isolation period may be suspended after 21 days from the onset of symptoms (no swab test required).

DEFINITION OF CLOSE CONTACT

Close contact with a Covid-19 case means any person exposed to a likely or confirmed Covid-19 case within a period of time ranging from 48 hours before to 14 days after the onset of symptoms, or until the time of diagnosis and isolation of the case.

Healthcare professionals, based on individual risk assessments, may believe that some people had a risk exposure, regardless of the contact duration and setting.

CASES OF CLOSE CONTACT

- A person living in the same house with a Covid-19 case;
- A person who has had direct physical contact with a Covid-19 case (e.g. handshaking);
- A person who has had unprotected direct contact with the secretions of a Covid-19 case (e.g. touching used tissues with bare hands);
- A person who has had direct physical contact (face to face) with a Covid-19 case, at a distance of less than 2 meters and for over 15 minutes;
- A person who has been in an enclosed environment (e.g. a classroom, meeting room, waiting room, vehicle) with a Covid-19 case for at least 15 minutes at a distance of less than 2 meters (without mask).



FINAL NOTES

The above procedures are valid only for subjects who have a direct professional or study relationship with the University, i.e. faculty, students, technical and administrative staff, as well as all other professionals working on campus in various capacities.

The University traces the close contacts that a confirmed positive subject had on campus, not the close contacts they had off campus.

The above procedures do not apply to the positive case's family, friends, or relatives, who must contact their general practitioner (GP). By way of example, if someone (employee, student, faculty, etc.) is found positive, the University will not handle the situation of their spouse or family members.

Any member of the staff developing Covid-like symptoms (cold, cough, fever, conjunctivitis, etc.) off campus is responsible for contacting their general practitioner (GP), and taking the appropriate measures and decisions.

There is no quarantine for close contacts of close contacts (i.e. if there has been no contact with the confirmed positive case), unless the close contact of the positive case is subsequently found positive to any diagnostic tests, or unless community screening is recommended by health authorities.

Milan, 1 November 2020

THE RECTOR

**ELIO MARIA FRANZINI
UNIVERSITA' DEGLI
STUDI DI MILANO
02.11.2020 09:59:38
UTC**

THE GENERAL DIRECTOR

**CONTE ROBERTO BRUNO
UNIVERSITÀ DEGLI STUDI DI
MILANO
02.11.2020 07:42:30 UTC**

THE UNIVERSITY CONTACT PERSON FOR
COVID-19

**MESSINA GIOVANNINO
UNIVERSITA` DEGLI
STUDI DI MILANO
02.11.2020 08:46:07
UTC**