

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

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### Introduction

To avoid the risk of contagion during this period of COVID-19 emergency, the IMT School for Advanced Studies Lucca has arranged to provide all educational activities online, carry out all administrative activities in smart working and research activities at the researchers' home, providing access to the School premises only for urgent and essential activities.

The entire community of the IMT School for Advanced Studies Lucca considers it a priority to make available its skills and abilities to our country to cope with this unprecedented emergency, as well as to engage even more in research activities as a key condition to ensure a process of economic, social and cultural recovery. In this perspective, the IMT School for Advanced Studies Lucca aims to gradually resume in-person activities, guaranteeing maximum, and the best-operating conditions.

To this end, all members of the School are called to give their contribution to identify and implement the best solutions to achieve these purposes. Working safely at our locations is not the response to an imposed obligation, but the expression of our personal responsibility to ensure safety and health for ourselves and for those who work with us at the School.

With this in mind, we present this document which is intended to provide operational guidance on precautionary measures, rules of conduct, individual and collective protection to be implemented and increase the effectiveness of containment measures to fight the COVID-19 epidemic in non-healthcare work environments. The proposed guidelines are valid for the first

period of re-entry and may be subsequently revised according to the evolution of the emergency and ministerial and regional regulations.

## 1. Precautionary measures and general behavior rules

SARS-CoV-19 is a respiratory virus that spreads mainly through the droplets of infected people, for example through coughs or sneezes, but also through direct personal contacts, such as by touching the mouth, nose, or eyes with contaminated hands.

For these reasons, the main anti-coronavirus measures are:

- **distancing;**
- **personal hygiene;**
- **cleaning of objects and surfaces.**

To respect social distancing, it is recommended that:

- Staff will return to the School premises gradually and in such a way as to guarantee limited co-presence and a presence adequate to the available spaces;
- Individuals will limit their movements inside the School premises and will not visit other offices unless strictly necessary, preferably using the telephone and PC for communications.
- Individuals entering the School will undergo a triage to assess their health conditions and will wear masks. In this regard, please note that in Tuscany the use of disposable masks is mandatory outside the home in the following situations:
  - in public and private indoor spaces open to the public, in the presence of more than one person, as well as in local public transport, non-scheduled taxi services and rental services with driver;
  - in outdoor spaces, public or open to the public, when, in the presence of several people, maintaining social distancing is mandatory.

Furthermore, according to the Ordinance of the President of the Regional Council n. 48 of 3 May 2020 regarding "Containment measures on the spread of the COVID-19 virus in the workplace", wearing a mask is mandatory:

- a) indoor in the presence of more people;
- b) outdoor when, in the presence of more people, it is not possible to maintain a social distance.

The IMT School monitors compliance with the obligation to wear a mask and the other rules of conduct referred to in this document, through individuals specifically appointed for this purpose. In particular, individuals not equipped with appropriate PPE will be denied access to the School's premises and facilities (e.g. canteen, library, classrooms, laboratories, etc.).

The School will widely communicate the rules of conduct to the IMT Community, for appropriate awareness.

## 2. Reorganization of spaces

Social distancing is a simple and extremely effective precautionary measure for the containment of the COVID-19 infection; therefore a reorganization of the workstations that takes this rule into account is necessary.

- The workstations in the offices must be positioned in such a way as to ensure a distance of at least 1.8 m between employees.
- In offices where maintaining this distance is not possible, employees who share the same room will work shifts. In addition, a temporary reorganization of the classrooms in shared

study areas will be arranged to increase the space available to research staff, provided that safety distances are maintained and hygiene rules are fulfilled.

- Presence in the laboratories must be regulated in order to reduce co-presence. To this end, laboratory managers will establish a booking system for access to the premises or the use of specific equipment.
- Entry/exit paths will be defined in shared spaces of premises and buildings, such as access stairs, in order to reduce contacts and maximize distancing.
- All workspaces, where possible, must be ventilated naturally and frequently, by opening the windows.
- Classrooms and meeting rooms can be used for in-person meetings only if interpersonal distancing (not less than 1.8 meters) and adequate cleaning/ventilation of the premises are guaranteed.
- Access to common areas, such as relaxation and coffee-break areas, or classrooms and meeting rooms is subject to wearing a mask. It is mandatory to disinfect hands with hydro-alcoholic gel before and after accessing these areas. Time spent in these areas must be reduced to a minimum and is conditional upon the space available so that a distance of at least 1.8 meters between individuals can be maintained.
- The rules described in the previous paragraph are to be considered valid for the areas used for the consumption of meals.
- The rooms of the student residence and the lodgings of the guesthouse of the San Francesco Complex must be temporarily used by single guests (e.g.: the standard double room with service must be allocated for single use);
- Laboratory instruments and shared workbenches potentially at risk of contamination must be properly sanitized by the operator after each use.
- Movements between locations are strongly discouraged and must be limited to specific situations and needs.
- The use of stairs is recommended. If taking the lift, the use of only one person at a time is recommended. Careful hand hygiene is required from those who take the lift.
- Sanitizing gel bottles will be made available in the common and passage areas.
- At each location, the toilet closest to the entrance will be reserved for external users, where possible.

### 3. Devices and protective measures

One of the weapons available for the containment of the spread of SARS-CoV-2 is the use of personal protective equipment (PPE), such as respiratory, eye, hand, and body protection devices.

The use of some devices will be necessary for common areas, offices, rooms converted into offices and laboratories. In laboratories, these anti-coronavirus measures must be associated with the use of PPE usually employed during research activities, as established by the Risk Assessment Document. The indications for the use of PPE are detailed in the dedicated annex.

#### **Common areas**

In the *common areas and spaces* (hallways, stairs, etc.) the use of a 3-ply surgical mask is mandatory for both internal and external users. The latter are required to sanitize their hands at the entrance and also, depending on the type of activity, to wear disposable gloves provided by the School.

### **Offices and rooms converted into offices**

In the areas dedicated to study and work, *during regular working activities* at a workstation, the use of a mask is not necessary if the employee is not in a situation of co-presence.

In the specific case of *front-office workstations*, these will be equipped with a protective screen in plexiglass/polycarbonate (Fig. 1), where a shield is not already in place.

Notwithstanding that this type of activity will follow an access system at set times, during the opening hours particular attention to hand hygiene is required, which may involve the use of disposable gloves when exchanging papers, documents, etc. Employees and users must wear a mask.

In the case of *shared use of devices*, such as printers and copiers, special attention must be paid to hand hygiene before and after using the device and, if this is placed in a common area, the use of the 3-ply surgical mask becomes mandatory.

**Fig. 1** - Thermoformed plexiglass protective screen 5-8-10 mm thick (optional grommet) for front-office activities.



### **Research laboratories**

In the laboratories, clothing and PPE normally required for those activities must be used under the provisions of the Risk Assessment Document.

In addition to the usual PPE, the use of a 3-ply surgical mask is mandatory.

In order to limit the risks, the laboratory manager or person in charge will have to establish work shifts to reduce co-presence and guarantee:

- a distance of at least 1.8 meters between the workstations employed in any given shift;
- an interpersonal distance of at least 1 meter even during particular work phases, such as working on a platform, etc.

Where the use of FFP2 / FFP3 masks is required, due to specific risks, these PPE will be used instead of surgical-type masks. In this case, FFP2 / FFP3 masks without filters are preferable; assuming only those with filters are available, a surgical mask must also be worn over them.

If lab coats are used, it is recommended to wash them at least weekly or using disposable types.

Furthermore, if the job requires working at an interpersonal distance of less than one meter and other logistic solutions are not possible, the use of masks and other protective devices (gloves, goggles, visors, gowns, overalls, etc.) that comply with the provisions of the scientific and health authorities.<sup>1</sup>

In these laboratories must always be available:

- hand sanitizing gel;

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<sup>1</sup> Ordinance of the President of the Regional Council n. 48 of 3 May 2020 - Containment measures on the spread of the COVID-19 virus in the workplace.

- virucidal product for sanitizing surfaces, devices and equipment, if used by several people (instruments, keyboards, etc.).

Further provisions are decided by the Laboratory managers, to control specific risk situations.

### **Library and reading/study stations**

The library is open to internal users and is closed to external users, for whom it will reopen in Phase 3 of the emergency.

Online resources and remote access procedures have been enhanced. The loan service on request has kept working and is expected to continue in phases 2 and 3. A quarantine period of 10 days has been established for each returned document.

The access to the Library premises is subject to the rules for social distancing, personal and surface hygiene, and the use of mandatory PPE in common areas (surgical mask).

The reception desk is equipped with a plexiglass panel as described above. The workstations at the reception desk must be appropriately spaced no less than 1.80 meters.

The reading stations for the public must guarantee a distancing of at least 1.80 meters.

### **Rooms**

The rooms of the student residence and the lodgings of the guesthouse of the San Francesco Complex must be used by one guest per room/lodging for the entire phase 2 of the emergency. So, for example, the standard double room with service must be allocated for single use.

After the summer, depending on the development of the COVID-19 emergency and the national and regional provisions on the subject, the gradual re-population of the Campus between September and December 2020 may be planned and authorized.

Doctoral students may be allowed to return in small groups, adopting a policy of persuasion to get a serological test before they can be readmitted to their rooms, in order to gain enough confidence that the individual is negative for COVID-19. Once every room has been reassigned to a single guest, it will be possible to assign them to a second guest, again in small groups, up to the Campus full capacity.

A gradual and phased return will allow better control of the emergency, especially in the event of a pandemic relapse or a case of positivity among the guests.

## **4. Access to the School facilities**

### **Pre-entry staff information**

The return to work on the School premises will be preceded by a phase of online information on the containment measures adopted, involving the sharing of this document and the measures that everyone must adopt to contain the risk from COVID-19.

The "decalogue" of the Ministry of Health, already circulated in the first phase of the emergency, before the closure of the activities, and other informative material, will be posted at the IMT School locations.

### **Access to the locations**

There is only one entrance to each building of the School:

- San Ponziano offices (ex-Boccherini)
- San Francesco
- Library

The exits, where possible, will be separated from the entrances.

The **access procedure** will be operational at the entrances of the School premises, both for internal and external users.

The access procedure involves:

- Measuring the temperature with a special device
- Responding to a triage questionnaire (in paper or electronic form);
- Signing an attendance record for external guests;
- Authorization or refusal to enter the school;
- In case of refusal, activation of the symptomatic person management procedure.

Access to the School premises will be allowed:

- when the body temperature is lower than 37.5 ° and there is no cough or other symptoms suggestive of COVID-19 (sore throat, asthenia, anosmia, ageusia, diarrhea, muscle pain, etc.), in the presence of which you must stay home and call your family doctor (GP) or the local health authority;<sup>2</sup>
- when there has been no close contact with any individual positive to the virus in the previous 14 days.

To access the School premises it will also be mandatory to wear a mask and sanitize your hands with a special gel.

### **Management of a symptomatic person**

If an individual, at the entrance or during their stay at the School's premises, develops a fever or flu-like symptoms due to the SARS-CoV-2 virus, they must immediately notify their doctor, as well as the School, so that appropriate measures are taken.

The School collaborates with the Health Authorities to define any "close contacts" of a person present in a location that has been tested positive for the COVID-19 swab.

This allows authorities to apply the necessary and appropriate quarantine measures. During the investigation period, the School may ask any possible close contacts to leave the workplace as a precaution, according to the Health Authority's recommendations.

### **Health monitoring**

Health monitoring must continue according to the hygiene measures contained in the guidelines of the Ministry of Health (i.e. Decalogue):

- Precautionary visits, visits on request and visits to return after illness should be preferred during this period. Vulnerable employees can request a visit under Article 41, paragraph 2, letter c, Legislative Decree 81/2008.
- Regular health monitoring must not be interrupted, because it represents an additional precautionary measure: both because it can identify possible suspected cases and symptoms of infection, and for the information and training that the competent doctor can provide to employees to avoid the spread of the infection.
- In integrating and suggesting all the regulatory measures related to COVID-19, the competent doctor collaborates with the employer and the workers' safety representative.
- The competent doctor collaborates to identify conditions of particular vulnerability (so-called 'vulnerable subjects') prescribing a possible extension of smart working or recommending the absence from work through precautionary isolation, prescribed by the family doctor.

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<sup>2</sup> Ordinance of the President of the Regional Council n. 38 of 18 April 2020 - Containment measures on the spread of the COVID-19 virus in the workplace.

## 5. Management of staff of external companies working at the IMT School and suppliers

The guidelines for accessing the School premises apply to employees of external companies providing services, commissions and supplies, who agree to follow the same regulations required of the School staff.

Each Employer / Legal representative communicates a statement of compliance with these regulations to the School.

## 6. Cleaning and sanitizing

The sanitization of premises will be guaranteed with adequate frequency and in any case according to work shifts, with particular attention to the most frequently touched surfaces (eg doors, handles, tables, toilets, etc.). Air exchange must also be guaranteed as much as possible. These obligations must be regularly recorded through a self-certification, by the employer or their representative on paper or electronically.

Unless otherwise indicated at the national and regional level, the ventilation systems will be sanitized periodically according to the guidelines included in the "ISS COVID-19 Report no. 5/2020. Interim indications for the prevention and management of indoor environments concerning the transmission of SARS-CoV-2 virus infection."

If an individual, who has visited the School premises, is positive for COVID-19, the extraordinary cleaning and sanitization procedure must be implemented.

## 7. Other

### **Waste disposal**

Particular attention must be paid to the disposal of masks, disposable gloves and tissues or paper rolls, which must be disposed of in the mixed waste after being placed in a plastic bag.<sup>3</sup> The procedure for disposing of masks, disposable gloves and tissues will be the responsibility of the person who "produces" the waste.

Only in the laboratories where there are containers for the collection of biohazardous waste can the aforementioned waste be disposed of as such.

### **Regulatory protocol update**

- A Working Group was appointed by a Decree of the Director to define, organize, coordinate and monitor the implementation of all the activities of the IMT School necessary to manage the COVID-19 emergency phase.
- The Prevention and Protection Service and the Human Resources Office are part of the Working Group.
- The Working Group has the task of consulting the workers' safety representative preemptively and promptly with regard to risk assessment and identifying, planning, implementing, and assessing the prevention and the health and safety protections in the workplace.
- The Competent Doctor is brought in by the Working Group for any relevant issues.

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<sup>3</sup> ISS COVID-19 report no. 3/2020. Interim indications for the management of municipal waste concerning the transmission of the SARS-CoV-2 virus infection ".