

## Annex 2: Cleaning and sanitization procedures for living, working and service environments

Following the legislation and the national guidelines on cleaning and sanitization of living and working environments, sanitization of the premises will be guaranteed at least once a day and according to the work shifts, with particular attention to the most frequently touched surfaces (e.g. doors, handles, tables, toilets, etc.).

Air exchange before, during and after the cleaning and sanitizing procedures must also be guaranteed as much as possible.

Detergents for sanitation in use before the COVID-19 emergency (generally buffered for better degradability) have been replaced, as indicated by national and international guidelines, with other products that have greater efficacy, even as an exception to the contractual provisions.

Cleaning and sanitizing activities must be performed using normal cleaning methods employing bactericidal, fungicidal, virucidal detergents specific for surface disinfection, effective against gram-positive and gram-negative bacteria, yeasts, viruses with and without a membrane (virucidal incl. HIV, HBV, HCV, Adeno, Poliovirus, and BCoV-surrogate for Coronavirus including MERS-CoV).

These detergents are certified for use in the healthcare sector (hospitals, nursing homes, doctors' offices, clinics), public hygiene (sports facilities, spas, schools), the food industry, and food services (restaurants, bars, hotels, gastronomy, ice cream parlors, sales counters).

These products must be used for all ordinary cleaning activities, for both horizontal and vertical surfaces. Special care and attention must be paid to cleaning and sanitizing:

- flat surfaces, such as tables, handrails, window sills, etc.;
- office workstations: desks, keyboards and mice, telephones, armrests of seats, etc.;
- handles, push-button panels for elevators, intercoms, and dispensers, etc.

### Offices, classrooms and meeting rooms converted into offices

The sanitation of premises in use must be performed daily from Monday to Saturday included if they are also used on Saturdays. Cleaning is currently performed in the morning before the beginning of the activities.

Premises that are not used daily will be cleaned according to the usage reported by those who use the space.

Maintenance cleaning of unused rooms will be performed weekly.

### Laboratories

The laboratory sanitation services must be performed in the same way as the other work environments, as indicated in the previous paragraph.

The sanitization of the surfaces of tables, seats, objects and instruments must be performed by the researchers after each experiment or working session. Adequate ventilation of the laboratory after each experiment or work session must be guaranteed by the employees.

For this purpose, gloves, hand, and surface sanitizers are made available in the laboratories.

Laboratories where individuals outside the School may access (for example volunteers for research) are equipped with containers for biological waste to dispose of single-use materials that come into contact with these individuals.

### Library

The sanitation services must be performed daily from Monday to Saturday included. Cleaning involves all the facilities accessible to users, including toilets. Cleaning is currently performed in the late afternoon.

Great care must be taken in cleaning the reception desk, protective screens, tables, copiers, and the consultation stations that can be utilized by several users, especially keyboards, mice, push-button panels

(including dispensers) and handles. Sanitizing gel must be available near the copiers and other such locations.

For individual offices that are not used daily, cleaning will be performed according to the usage reported by those who use the space.

#### Shared-use devices.

At the network printers/copiers, dispensers, and coffee-break areas, the sanitation service must be performed daily, carefully cleaning keyboards, levers, trays, doors, covers, and other surfaces that can be touched by users.

#### Toilets.

The sanitation services must be performed daily in the morning before the beginning of the activities, every day from Monday to Saturday included if the facilities are used on Saturdays.

In the toilets, cloth towels must be removed and replaced with more hygienic disposable paper towels.

During phase 3, whenever the requirements of attendance of the IMT School spaces are met, in the toilets, the baskets that collect the used paper towels are emptied several times a day to avoid accumulation.

#### Rooms and apartments

The cleaning and sanitation services of the rooms and apartments on the San Francisco Complex are carried out on a bi-weekly basis. During either cleaning and sanitizing operation, the linen of the room or apartment is also changed. Before performing the service, the staff checks the Campus lodging allocation/booking file, which shows the up-to-date occupation/use of the spaces.

If it is necessary to use the desks inside the rooms as workstations for students, the cleaning and sanitizing service must be performed in the same way as the other work environments.

#### Laundry room.

In the basement of the San Francisco Complex there is a common laundry room for the use of students and visiting professors/researchers (when the guesthouse is open).

To access this room it is mandatory to wear a surgical mask, sanitize the hands at the entrance and respect the interpersonal distance. People can stay in the room for loading and unloading. While waiting for washing and / or drying, you must stay outside respecting the distancing and avoiding gatherings.

Using the dryer is recommended. You can also leave your clothes to dry in the room, respecting the aforementioned rules of conduct.

#### Kitchenette on the first floor of the Complex

Access to this room is temporarily forbidden, given the small size of the room (which does not allow interpersonal distancing) and the difficulty in ensuring adequate hygienic sanitation. Only the use of the common refrigerator in the "small gym" room is allowed.

#### Extraordinary cleaning and sanitization procedures

If an individual who has visited the School premises is positive for COVID-19, the following extraordinary cleaning and sanitizing measures must be applied, due to the possible survival of the virus for a few days:

- potentially contaminated places and areas must be fully cleaned with water and common detergents before being decontaminated following the procedures described in the next points;
- for decontamination, the use of 0.1% sodium hypochlorite after cleaning is recommended. For surfaces that can be damaged by sodium hypochlorite, use 70% ethanol after cleaning with a neutral detergent;
- during cleaning with chemicals, ensure room ventilation;

- all cleaning operations must be performed by personnel wearing specific PPE (FFP2 or FFP3 respiratory filter, face protection, disposable gloves, disposable waterproof long-sleeved gown) and following the measures recommended for the safe removal of PPE - undressing). After use, disposable PPE must be disposed of as potentially infected material;
- all frequently touched surfaces, such as walls, doors and windows, toilet and sanitary surfaces must be cleaned with special 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 based products to the washing cycle.

Below is a non-comprehensive list of surfaces to be treated:

- Desks
- Doors
- Chairs
- Walls (where possible)
- Screens
- Windows
- Tables
- Handles
- Keyboards
- Remote controls
- Push-button panels (with particular reference to those of the automatic vending machines for beverages and snacks and elevators)
- Switches
- Telephones
- All other exposed surfaces

### Management and sanitation of air conditioning and air treatment systems

**Mechanical ventilation and cooling/heating systems**, whose maintenance is the responsibility of the Cassa di Risparmio di Lucca Foundation, must be managed and sanitized periodically according to the "ISS COVID-19 Report no. 5/2020 Rev. 2 of 25 May 2020 - Interim indications for the prevention and management of indoor environments concerning the transmission of the SARS-CoV-2 virus infection ", including subsequent updates and potentially different guidelines at the national and regional level.

Therefore the systems for:

- mechanical ventilation (CMV);
- heating/cooling (e.g. heat pumps, fan coils, or convectors);

must operate continuously.

Where the buildings are equipped with specific *ventilation systems* (Controlled Mechanical Ventilation, VMC) which move air through a motor/fan and allow the air exchange of a building with the outside, the air inlet and extraction will be kept working 24 hours a day, 7 days a week (with a decrease in the ventilation rate during the night when the building is not used).

The systems installed in the School premises lack the air re-circulation function and therefore guarantee better protection, avoiding a possible carrying of pathogens (bacteria, viruses, etc.) in the air.

Where the buildings are equipped with *mixed heating/cooling systems* (e.g. heat pumps, fan coils, or convectors), before switching them on, it will be checked that curtains, objects, and plants near the terminal ventilation outlets and grilles do not interfere with the operation of these systems.

To maintain adequate filtration/removal levels the fan coil re-circulation air filters must be cleaned every four weeks as indicated in Report no. 5 of the ISS.

The server rooms:

- 1) server room on the second floor of the San Ponziano Complex (ex-Boccherini), connected to the central air conditioning system and also equipped with individual fan coils;
- 2) server room on the ground floor of the San Ponziano Complex (ex-Boccherini), equipped with an independent air conditioning system;
- 3) library server room, also used for printer and presence badge reader;
- 4) server room on the ground floor in San Francesco, equipped with a cooling system that circulates air to the floor;
- 5) server room at the Stecca (San Francesco), equipped with its own air conditioner.

require strict temperature requirements to ensure the proper functioning of the systems. The system activation will be established as indicated by the Information Systems and Technologies Office Manager.