



UNIVERSITÀ DEGLI STUDI DI NAPOLI
PARTHENOPE

Covid-19

**Information and operational guidance
for international students**

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Covid-19: Control and Containment Protocol

Premise

These guidelines represent the first update of the protocol for the prevention of contagion from COVID-19 approved on May 5, 2020.

The University of Naples Parthenope is actively monitoring the latest developments related to the Covid-19 outbreak and its consequences. We are fully implementing the measures taken by the Italian authorities and encourage all students and staff members to closely adhere to the following guidelines and to the recommendations on hygiene communicated by the Italian Government and regional authorities (Regione Campania).

It is recalled that the first and most effective safety measure are:

- hygiene rules and social distancing
- correct use of protective devices;
- maintenance of hygiene and sanitation in the workplace



Access to University Facilities Policy

Presence on the entire university is permitted and regulated by a set of restrictions measures including a limited number of persons per entrance.

Accesses and exits must assure a safe distance of not less than 1 meter among persons to avoid any form of crowding.

All students entering University buildings must wear a disposable mask and have to download an app that will give them access to campus buildings if they have no symptoms of Covid-19. Alternatively, they can fill out an entry-form (reported in Annex 0. For occasional visitors, the written declaration included in the entry-form is kept for a minimum period of 14 days.

To minimize the number of students inside a building and, at the same time, to ensure that essential services can continue to be carried out to them, each building must provide direct access from outside the building and student's movement between two or more places must be minimized.

PLEASE

Note the measures set forth by the Decree of the **Italian Ministry of Health** must be respected, see the following link:

https://www.uniparthenope.it/avvisi_comunita_emergenza_covid19

- anyone with a fever (temperature over 37.5 °), a cough, breathing difficulties or other symptoms such as muscle or body aches, loss of taste or smell must stay at home and immediately contact their general practitioner (or the Continuity Assistance Service) or, in case of serious symptoms call the medical emergency number 118;
- those who have been in contact with someone that has tested positive for the SARS-CoV-2 Virus in the last 14 days are prohibited from entering University buildings;
- the legal regulations, as well as all precautionary and preventive measures dictated by State Authorities, as well as that which has been prepared by the University, must be fully observed;
- any further measures and rules adopted by each building must be fully observed;
- please contact the toll-free number 800 462 340 or the public access number 1500 for more information or questions related to the COVID-19 emergency.



Inner Office Movement and Meetings

Internal movements, meetings, seminars and events held within the University must be limited to what is necessary, without prejudice to strict compliance with the envisaged measures. The meetings of the collegial bodies can be held face to face or remotely. Academic and business meetings can be held face to face or remotely. Face-to-face seminars are allowed.

If the meeting or meeting takes place in presence, respect for the physical safety distance of at least 1 meter and the use of a mask must be guaranteed. The University will provide with two washable masks to its employees. Employees are obliged to wear these masks. Alternatively, it is allowed to wear masks surgical disposables, or FFP2.

Sanitation Measures

Strict compliance with the prescribed hygienic precautions is mandatory. Frequent hand hygiene with soap and water is highly recommended or, if not available, with alcohol-based solutions / gels.

The University guarantees access to rooms that house washbasins equipped with running water, detergent, and drying means, such as to allow compliance with the hygiene measures established by the Decalogue of the Ministry of Health and National Institute of Health.

The procedures for the correct washing and drying of hands are given in Annex II and must be posted in a widespread and visible manner inside each workplace and inside each toilet.

The facilities provide those who work with alcohol-based hand sanitizers (alcohol concentration equal to at least 70%), which can, in any case, be requested from the Treasury Office.

Hand cleaners must be accessible to everyone also through specific dispensers, visible and recognizable.



Interpersonal Distance

Except for specific and reasonable circumstances, the physical distance of at least 1 meter must be guaranteed and observed in any case.

Any gathering and crowding of persons within the workplace and relevant common areas are prohibited. The organization and articulation of the work will have to be redefined by favoring physical distancing, reducing the number of simultaneous presences in the workplace and preventing, where necessary, through the flexibility of schedules, to limit the number of persons congregating at entrances and exits at any one time.

Organizational measures for the remodeling of spaces and workstations will also be prepared, when necessary to respect the interpersonal distance.

In the event that the worker highlights situations of non-compliance, he is required to notify the security office at the following phone numbers:

081 5475230

0781 5475241

333 6119616

The use of the lift is not recommended. In any case, no more than four people can access at a time unless otherwise indicated. Furthermore, the minimum interpersonal distance of at least 1 meter must be ensured.

Personal Protective Equipment - **PPE**

In workplaces that involve the coexistence of people in the same room and in the common areas, regardless of the interpersonal distance, it is mandatory to always wear a mask, which will be made available to employees by the University; it is mandatory to wear gloves where explicitly required by specific activities.

Those who are responsible for or those who supervise teaching and research in laboratories must provide the necessary support to check the compliance with all hygiene and employees' behavior rules



Management of Common Areas

Access to common areas, snack bars, food and beverage vending machines, and changing rooms must be reduced to what is necessary and, in any case, adequately limited.

Frequent ventilation of such areas must be guaranteed along with access on a rotating basis, little time allowed in the area and use of disposable masks. Hand disinfection using the appropriate hydroalcoholic solutions is mandatory before and after using the elevator push-button panels. Daily cleaning of the elevator push-buttons, door handles, handrails and access doors to the building is guaranteed with special detergents.

Even within the mixed spaces of the toilets, a distance of at least 1-meter e must be maintained the mask must be worn.

First Aid Interventions and Symptomatic Person Management

If a person present at the University needs help, the first aid staff will have to immediately wear the PPE (Personal Protective Equipment) as indicated in the following paragraph and have the person who manifested the symptoms wear a disposable mask (if not already worn), contact 118 (emergency service), have any other workers or users present move away from the premises. They will also have to immediately inform the local health authority (ASL). It is necessary to ensure that he/she can return to his/her home as soon as possible, inviting him/her to contact the Preventive Medicine Service for the necessary clinical evaluation and possible test prescription diagnostic. The isolation area and that frequented by the person with the symptoms must be sanitized immediately.

The University has provided first aid workers with a PPE kit (FFP2 mask, protective goggles, disposable gloves) for first aid and symptomatic management.

Compliance with the measures

The managers, supervisors, and those responsible for laboratories are entrusted with the task of ensuring compliance with the requirements provided by the safety legislation.

Please note that failure by staff to comply with health safety measures constitutes a disciplinary offense in the same way as the provisions of the employee code of conduct. It should be noted that the employee's failure to comply with the health security measures

The student's failure to comply with the health security measures constitutes an offense punishable under the student career regulation.



Libraries

The permanence in the premises of the library must always take place in compliance with the general safety measures.

Access to and permanence in the premises for study and consultation of the texts can only be done by electronic booking to guarantee the prescribed social distancing. Before going to the library it is necessary to fill in the Declaration for access to university facilities, if not already filled in. Opening days, hours and procedures of each library are available on the libraries' websites.

The request and the return of books will take place through electronic booking, avoiding staying in premises beyond the necessary time.

The University will provide PPE and other specific equipment relating to the specific activities of the libraries, in particular: disposable gloves also available to users who must wear them for the entire period in which they remain inside the library; protective barriers for counters, without prejudice to the need for the environment to have sufficient ventilation.

The volumes returned from the loan are placed in special places and kept separate for 48 hours before being made available again for consultation and loan.

Offices

The physical distancing of at least 1 meter must always be guaranteed and observed, it must always be worn a disposable mask when more than one person is in the office and any form of gathering is avoided.

Hand hygiene with soap and water or sanitizing gel before and after using shared equipment (printers, workstations, paper, or stationery material) is strongly recommended.

Access to other offices must be reduced to the essential needs; communication via phone and remote access is preferable. The reception services of the public and front office activities (where necessary) must be carried out as much as possible by electronic booking, organizing and quoting appointments in premises that allow easy access from the outside and providing, where possible, the introduction of separatory barriers.



Study Rooms

The study rooms can be used in compliance with the following conditions:

- the number of seats is limited to guarantee at least 1 meter between two seats;
- the study rooms must be equipped with devices with hand sanitizer which are to be used when entering the room;
- the entrances and exits from the classrooms follow different paths, as far as possible;
- the classrooms are equipped with appropriate signs, information on personal hygiene and behavior measures;
- periodic inspection services must be assured;
- inside the classrooms it is always mandatory to use a mask and any other activity is prohibited;
- A service of sanitization of microphones after a lesson must be

Laboratories

The interpersonal distance of at least 1 meter must always be guaranteed and observed, the disposable mask must be worn and any form of the gathering must be avoided.

The reopening of the laboratories is aimed at allowing the conduct of research activities to professors, researchers, doctoral students, postgraduates, undergraduates, trainees in compliance of the general safety conditions identified by this protocol.

The frequent airing of the premises is required.

At the end of the working day, the surfaces of counters and desks must be cleaned and wiped thoroughly with 70% ethanol solutions. All paper or similar covers must be removed from the worktops to be replaced daily.

Disinfection with 70% ethanol solutions of surfaces subject to repeated and promiscuous contact such as door handles, windows, refrigerators, incubators, external glasses of the hoods, microscope eyepieces, instrument keyboards, computer and any hand-operated electronic device (including keyboards and computer mouse).

Access to the changing rooms is limited; in any case, continuous ventilation of the premises must be guaranteed to maintain a distance of at least 1 meter.





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