



EMERGENCY MANAGEMENT FROM AGENT BIOLOGICAL CORONAVIRUS SARS-Cov-2 (Covid-19)

Guidelines Residenze universitarie EDISU Piemonte

INTRODUCTION

This document is formulated on the basis of the Emergency Management Guidelines COVID 2019, proposed by the presidency of the National Association of Law Bodies to the University study (ANDISU) in collaboration with the associated bodies, discussed in technical and

in the political arena in the IX Commission of the Conference of Regions and Autonomous Provinces,

integrated and modified following the indications of the Covid 19 Working Group - Phase 2 - and approved by the Conference of Regions and Autonomous Provinces at its meeting on August 6 2020.

In view of the gradual reopening of the university teaching activities, favored by the Decrease of cases from Covid-19, the document provides the main rules to follow for access in university residences by users.

The same document may be subject to update/integration as a result of the following provided for by local regulations and ordinances, as well as the DPCMs.

Information

EDISU Piemonte provides continuous information on emergency management COVID 2019 through the publication of news on the institutional website www.edisu.piemonte.it and on the institutional pages on social networks. It also informs users in the residences by periodic sending of e-mails to the same, by posting posters and posters in residence, as well as, if deemed necessary, by delivery to them of informative materials paper.

Personal hygiene precautions

It is mandatory that students present in the residences of EDISU Piemonte adopt all the hygiene precautions, particularly hand hygiene.

EDISU Piemonte provides suitable hand cleansing and sanitizing products for the hands in the common spaces of the residences.

The hand cleansers will be accessible to everyone even with the use of dispensers located in points easily identifiable and marked with a special sign.

As per Ministry of Health Circular 0005443-22/02/2020-DGPRES-DGPRES-P - will be positioned at the accesses of the special structures distributors of alcoholic gels with a concentration of 70-85% alcohol.

Preventive measures such as hand hygiene, respiratory hygiene and social distancing, will be advertised through special information materials displayed in the EDISU PIEMONTE residences.

(All 1)

ART. 1. ASSIGNMENT OR CONFIRMATION OF ACCOMMODATION.

- At the moment of the confirmation of the accommodation or the new assignment for the a.y. 2020/2021, each student signs the act of acceptance by which he or she declares:
 - a) that he/she has read the General Regulations of the University Residences available on the EDISU Piemonte website and to comply with its rules;
 - b) to take note that EDISU Piemonte reserves the right to issue, in the course of the course of the academic year, further regulations, aimed at the prevention of contagion from COVID 2019, which will be communicated to all students who have been assigned a bed. These rules will be able to impose new rules of conduct even more restrictive than to those contained in the regulations of the residences. Can also be made Movements of the assignees from the single room to the multiple rooms.
- Assignments until new arrangements will all be in single or multiple room to single use
- In case of allocation in the course of the year in a multiple room the spacing is guaranteed at least 1 meter between the two beds,
- If two students wish to share a room in which it is not possible to respect such spacing, must both be consensual.
- Except for the cases indicated above, multiple rooms in which the Spacing of at least 1 meter will be assigned as single.

ART. 2. ACCESS TO EDISU HALL OF RESIDENCES

New access:

- Students before entering the residences will be subjected to body temperature control by means of fixed video scanner or thermoscanner devices.

- The subjects responsible for the detection and treatment of temperatures are the trained employees present at the reception;
- The measurement of the temperature at the access of the facilities of EDISU Piedmont has the purpose of anti-counterfeiting prevention from Covid-19 and will be carried out at the entrance of the residence. (All. 2 Privacy)
- If the temperature measured is higher than 37.5 C, users will not be able to access the structure and will have to wait, in a room/ lung area, the second temperature measurement will be after a waiting period of about 10 minutes. The lung room should be in a cool and shaded area, and if at the second detection the temperature continues to be above 37.5 C is. the user will be invited to communicate with the competent health authorities through emergency numbers for the Covid -19 provided by the Region or the Ministry of Health, to communicate their state of health and will be forbidden access to residence.
- They will also have to fill in the self-declaration form (All. 3) all users who come from those countries that are identified daily and listed on the web page of the Italian Ministry of Foreign Affairs, and for which 14-day fiduciary isolation is provided.
- Before accessing the residences users must consult the following web page of [the Italian Ministry of Foreign Affairs: https://www.esteri.it/mae/it/ministero/normativaonline/decreto-iorestoacasa-domandeeffrequenti/focuscittadini-italiani-in-rientro-dall-foreign-and-foreign-citizens-in-italy.html](https://www.esteri.it/mae/it/ministero/normativaonline/decreto-iorestoacasa-domandeeffrequenti/focuscittadini-italiani-in-rientro-dall-foreign-and-foreign-citizens-in-italy.html)
- If the student is a citizen of a country outside the European Union, in order to be able to return to residence he must show his passport, in order to allow the verification of the dates of departure from abroad and arrival in Italy.
- For persons whose entry into Italy is not subject to possession of the passport, the date of arrival in Italy is assumed to be that of the presentation in residence, unless a different one is documented.
- The entry into the premises of students already positive to infection with COVID 19 must be preceded by a prior communication on medical certification that results in "negativization" of the buffer in accordance with the procedures laid down and issued by the department of territorial prevention of responsibility.
- The EDISU, in planning the accesses and re-enters in the University Residences by the persons entitled to the accommodation place guarantees, as a rule, the availability of an adequate number of seats in a single room with bathroom and independent kitchen or single room with independent bathroom to be used for the management of any positive cases or subject to fiduciary isolation.

Absences:

- In case of absence up to a maximum of three nights it is necessary to communicate in the concierge the Italian city or foreign country in which you will stay during your absence.
- Upon return the guest will be subjected to the control of the body temperature by devices (fixed or thermoscanner) and must complete the self-declaration form (All. 3)
- In case of absence of more than three nights it is necessary to inform the reception indicating the Italian city or foreign country in which you will stay during your absence. Re-entry must be authorized in advance by EDISU. The student must communicate the date of his return at least three days in advance by writing to the mailbox inforesidenze@edisu-piemonte.it, indicating the place where he has stayed in the last 14 days. If it is not possible

to assign an autonomous housing unit with bathroom and independent kitchen or a single room with independent bathroom will be prevented from entering the residences students who in the last 14 days have stayed in the city or countries for which regulations provide for the requirement of quarantine at national or regional level, of fiduciary isolation or travel prohibition. In case of mandatory buffering, entry may take place upon presentation of a certificate attesting negativity to COVID-19. Persons subject to quarantine or fiduciary isolation shall not be allowed to leave their housing unit.

- EDISU Piemonte does not authorize the return to students who have stayed in cities or countries for which national or regional regulations provide for the obligation of quarantine or the prohibition of movement or entry into Italy. It is without prejudice to the possibility of allowing re-entry only if suitable accommodation is available for the quarantine period. Subjects required to quarantine or isolation trust will not be able to leave their housing unit, in case of illness must call immediately 112 and wait for help without leaving the room, while in cases of indisposition it is necessary to inform the reception and a trained person will provide the first emergency.
- If the user before returning to the residence manifests symptoms of fever, tiredness, dry cough, non-allergic cold is required to contact his general practitioner beforehand by acquiring a dedicated certification. In case of symptoms following access to the residence, the assignee must remain in isolation in his room following the instructions of his doctor that will be given to him.
- For all non-European users, before entering the residence they will have to provide documentation of the choice of the general medical practitioner they will have elected for the whole period of their domicile. To access the choice, in all the cities where there are residential structures of Edisu Piemonte you must consult the following website:
- <https://www.regione.piemonte.it/web/temi/sanita/accesso-ai-servizi-sanitari/cambio-medico-famiglia>
- In order to ensure the safety of users, EDISU Piemonte reserves the right to make transfers of office within the same residence or in another residence.
- Users who perform work/internship activities in the event of an activity at risk of contagion may be transferred to one or more dedicated facilities.
- The assignees will have to provide autonomously to the supply of the devices of protection of nose mouth and hands (masks, gloves) necessary to the permanence in residence.

ART. 3. CHECK OUT OF EDISU RESIDENCES

- The guests of the residences of EDISU Piemonte who intend to return to their habitual residences can leave the residences, unless there are different provisions and/or legislative limitations on the movements, following the rules in the Residency Regulations.
- The accesses for the only recovery of the personal belongings left in the assigned residence by the guests assignees of bed near the residences that have left from the same ones and do not require the return, must happen with the following modalities:
 - ✓ the recovery must be authorized in advance by EDISU Piemonte. Recovery requests must be sent to inforesidenze@edisu-piemonte.it
 - ✓ once authorized, the guest goes to the residence, and after wearing the protection devices of nose, mouth and hands, goes directly to his room, where he takes care of the personal belongings that he intends to recover, and to the canning of those he intends to leave.

- ✓ With the canning, the guest authorizes EDISU Piemonte to move the boxes to another storage room, upon completion and signature of the report indicating the number of packages deposited. Guests who believe they will never return to their residence for the 2020/21 academic year must free the room entirely from their personal belongings, or may request to leave in the warehouses of EDISU boxes, (no more than 4 as provided for in the Regulation on the retention of personal effects) defining the date by which they will carry out the withdrawal. In this case, the deposit will be withheld until the parcels have been collected.
- According to the Regulation, in case of deposit of parcels, their withdrawal must always take place by September 30th, 2021.
- The above provisions also apply to the recovery of personal effects by guests who, pursuant to this decree, are allowed to return to a residence other than the one in which they were previously assigned.

ART. 4. USE OF ROOMS AND/OR BEDS IN SINGLE, DOUBLE OR WITH SEVERAL BEDS.

- In case of assignment in a double room or with multiple beds during the year, it will be mandatory to maintain, in terms of social distance, the distance of at least 1 meter between the assignees and the mandatory use of protection devices nose and mouth (masks) if the distance falls below the above-mentioned meter.
- The same rule of distance applies in the common rooms of the apartments that accommodate a plurality of beds in separate rooms.
- It is possible to accommodate other assignees of the same structure in the room, in case of multiple room you need the consent of all occupants of the room.
- If the safety distance cannot be temporarily respected, it is mandatory to provide, at your own care and expense, appropriate protection of the respiratory tract (masks/ PPE) covering nose and mouth.
- Each student will often have to aerate the premises by opening the windows several times a day.
- Even in the use of shared refrigerators, students must keep their own foods separate from those of others, keep them in closed containers.

ART. 5 CLEANING AND SANITIZATION OF ROOMS, LODGINGS AND COMMON ROOMS.

EDISU Piemonte ensures the cleaning of the common parts of the residences in accordance with the current tender specifications.

- ✓ **Rooms:**
 - EDISU carries out the cleaning of the rooms, before their delivery to the assignees
 - After the assignment each student must ensure that their room is properly sanitized daily both in the horizontal surfaces and in the furnishings in the rooms, following the procedures contained in the information notes annexed to this Protocol which refer to the indications published by the Competent Institutions (Ministry of Health- Istituto Superiore di Sanità All. 4).
 - In the case of shared toilets, the users every time they access it, after any use, must clean the surfaces of the sanitary used with special disinfectant detergents always wearing gloves during cleaning.

- You should not leave in the bathrooms, personal items such as toothpaste, toothbrush, razors, scissors, clothes, linen, towels, brushes, etc. Each student must have personal toilet paper.
- The floors of the room must be washed daily using a solution of water and sodium hypochlorite (bleach).

✓ **Apartments:**

- EDISU carries out the cleaning of the apartment before the delivery to the assignees.
- Each student must ensure that their apartment in all its spaces (bedroom, kitchen, living room, corridor, bathrooms,...) is daily sanitized following the procedures contained in the information notes attached to this protocol which refer to the indications published by the Competent Institutions (Ministry of Health- Istituto Superiore di Sanità All. 4).

At the end of the use of the kitchen each assignee must wash and dry their dishes by storing them in the personal space; must also clean the hob, sink and table with suitable degreasing detergents and disinfectants. In the case of shared toilets, the users every time they access it, after any use, must clean the surfaces of the sanitary used with special disinfectant detergents always wearing gloves during cleaning. You can not leave in the bathrooms, personal items such as toothpaste, toothbrush, razors, scissors, clothes, linen, towels, brushes, etc. - each student must have personal toilet paper. The floors of the room must be washed daily using a solution of water and sodium hypochlorite (bleach).

✓ **Common areas:**

- EDISU Piemonte guarantees that the sanitation of surfaces and environments is carried out within the common areas in accordance with the tender specifications and current regulations related to the prevention of Covid-19.
- In case of presence of a person with Covid-19 inside the common rooms, EDISU Piemonte shall clean and sanitize the room according to the provisions of circular n. 5443 of February 22nd 2020 of the Ministry of Health and their ventilation.

Art. 6 USE OF COMMON AREAS.

- EDISU Piemonte provides suitable hand cleaning equipment in the common areas of the residences.
- Hand cleaners will be accessible to all even with the use of dispensers located in easily identifiable points and marked with a special sign.
- Guests must always wear the mask when they are in the common rooms inside.

Study rooms inside the residences:

- They are open from Monday to Sunday at midnight with closure in the time range where it is planned to clean the room.
- They shall be open under the following conditions:
 - ✓ Using only the seating positions identified by EDISU
 - ✓ for a maximum of 3 hours per day for each user
 - ✓ with sanitization of the workstation used at the beginning and end of use by each user upon reservation by the user, to be made within 12.00 a.m. of the day before the day of use by filling in the appropriate paper register. Monday reservations must be received by 12.00 a.m on the previous Friday;

- In order to ensure compliance with the above provisions, EDISU Piemonte will activate a control service by means of personnel in charge.

Common kitchens:

- They can be used exclusively for the preparation and consumption of the meal, without time limitation. It is allowed to use only the kitchen of the assigned room.
- No other use of space, even temporary, is permitted.
- It remains in force the prohibition of gathering, it will not be mandatory to book for access, if for the particularity of each structure it is considered appropriate, It may be provided for use shifts indicated on special printouts exposed at the entrance of the kitchen.
- At the end of use each student must wash and dry their dishes by storing them in the personal space; must also clean the hob, sink and table with suitable degreasing and disinfectant detergents;
- Do not be left in the kitchen dishcloths and food. During the cleaning operations the cleaners will permanently remove any object found out of place.
- During cleaning in the kitchen it is mandatory to use respiratory protection (covering nose and mouth).

Gyms:

- They are accessible to all bed assignees, since not all gyms are open, users will be informed at which gym if not present at their facility will be able to access
- The gyms are open from Monday to Saturday from 10.00 a.m to 2.00 p.m and from 6.00 p.m to 8.00 p.m.
- The use is foreseen for a maximum of n° 2 shifts of 2 hours each per week for each user (for a total of 4 hours per week for each student).
- The interpersonal distance of at least 2 meters shall be respected without the use of nose and mouth protection (surgical mask)
- The user must sanitize the tools used at the beginning and end of use.
- To access the reservation is required to be made at the reception by 12.00 the day before the day of use.
- Monday reservations must be received by 12.00 a.m. on Friday. For the Olimpia residence reservations can be made, with the same advance, also by sending an e-mail to sportecultura@edisu-piemonte.it.
- In order to ensure compliance with the above provisions, EDISU Piemonte will activate a monitoring service by means of personnel in charge. If such personnel are not available, the gyms will remain closed. EDISU will monitor the use of the gyms, and the basis of it may change the opening time mentioned above, to calibrate it to the actual needs of users.

Outdoor spaces:

- Performing motor activities in the outdoor spaces of the residence (courtyards, green areas, etc.) shall be permitted under the conditions laid down in the DPCM in force, that is to say, with due regard for the interpersonal safety distance of at least two meters for sporting activities and of at least one meter for any other activity, unless the presence of an accompanying person for minors is necessary; or people who are not completely self-sufficient. Guests must always wear the mask even in the outdoor spaces belonging to the residence when they cannot observe the safety distances mentioned above.

Snack areas

- The use of the snack areas is allowed a maximum of 2 people at a time, at a distance of at least one meter. Users will only be able to stop the time needed to deliver the products

Other common rooms

- They will be available, where possible, according to specific internal regulations for each structure

Laundry rooms

- The registration for the access to the laundry premises must be made by communication to the reception of reference, by telephone to the switchboard or by e-mail.

Art. 7. ACCESS TO VISITORS

- Hospitality is allowed only during the presence of the concierge and in any case no later than the time range from 10.00 to 22.00 exclusively at the common areas identified in each structure.
- It's possible to accommodate only one visitor at a time,
- Upon arrival, the guest will be measured the temperature and will have to subscribe the module with which it self-certifies that it is not subjected to the insulation measurement preventive trustee and to have no symptoms attributable to possible contagion from COVID19. The host student must go to the concierge to accompany his guest in the room. If this temperature is higher than 37.5° they will not be able to access the structure.
- Daytime guests are allowed access only if they have a mask
- Any hospitality during the night is forbidden.

As required by art. 6 paragraph 9 of the residency regulations, the host assignee is responsible for the behavior of their host. In the event of a breach of these Rules, the host student shall be subject to the penalties provided for in

At the structures in agreement the modalities of external access will be communicated directly by the manager at the time of the allocation of the bed

Art.8. Lifts and hoists for the disabled.

- The use of lifts should be limited to cases where it is strictly necessary, in which case only one user must always enter at a time. Communication graphics and notice of proper use were posted inside and out to all elevators. The mandatory indications must be respected or the plant will be stopped by the head of the RSPP service of EDISU Piemonte.

Art. 9 BEHAVIOUR IN THE CASE OF MAINTENANCE OPERATIONS.

- Access to private premises (rooms/lodgings)

- Unless emergency intervention is required, the entrance to these rooms must be communicated at least 48 hours in advance to the contact persons of the facility
- The structure must inform the occupants of the rooms affected by the intervention by providing information on the time slot and type of activity; the occupants will be invited to aerate the premises in advance to allow access to the technical operators in charge.
- On the day of the intervention, at least 30 minutes in advance, the reception will remind users to air the premises.
- The technicians (operator external firm + in charge of the staff of structure), equipped with surgical mask - gloves - shoes, to access the premises will have to: knock and back up waiting for the opening door; access to perform the necessary intervention while maintaining personal distances of at least 1 m; leaving the room; sanitize the handle and any objects that may be touched.
- In case of absence of user in the room: entrance with pass or key, opening windows, execution intervention, sanitization of the handle and any objects touched

Art. 10. Management of a symptomatic person.

- In case a student, initially asymptomatic, develops fever and respiratory symptoms (cough and respiratory difficulty), you must immediately put on a mask and inform the reception of reference or the person in charge of the accommodation service at 335.7782267 and urgently contact your general practitioner or the numbers below. In case of sudden illness, not better identifiable by self-diagnosis, immediately call the emergency services dialing the number 112 and wait for the arrival of doctors following the instructions that will be given by telephone by the operator who responded to the call.

✓ **REGIONAL FREEPHONE 800.19.20.20**

✓ **MINISTRY OF HEALTH 1500**

✓ **EMERGENCY HEALTH 118**

- In case of confirmation from the competent authorities of need of confinement the student must inform EDISU in the figure of the head of the housing service at 335.77.82.267 and remain isolated from other present subjects.
- Wait for directions from EDISU Piemonte for any room/ accommodation.
- In the case of a positive swab student, a certificate of negativisation is required before the isolation measures are relaxed.

Art. 11. Conduct in case of emergency or request for evacuation of the facility.

- EDISU Piemonte will organize safety meetings and procedures in case of sudden evacuation due to: fire, earthquake, flood, adverse weather events, chemical or bacteriological/viral contamination, terrorist attacks.
- Attendance at the information meeting is mandatory for all users assigned to bed in the residences of EDISU Piemonte throughout the region
- In the event of unjustifiable absence, in the unquestionable judgment of the RSPP (head of prevention and protection service) in agreement with the Residential Service Manager of

Edisu Piemonte, the user must leave the residence within the next 48 hours and provide for his own home address.

- Twice a year will be performed tests of sudden evacuation, both to verify the safety of passive facilities, both to verify the degree of learning of users present.
- In case of non-participation in the verification, users will not be justified and will lose their berth. In the event that the absence of participation is due to indisposition justifiable by a general medical practitioner or on-call doctor, the head of the service may take this into account and revoke the removal order.
- All other inconveniences or excuses not plausible for failure to own personal and general safety awareness will not be taken into account.
- Sanctions will be imposed on those who do not comply with the safety provisions and will continue with their bad habits to activate fire system sensors or other passive protection devices. The collaboration with one's own collective security is a sign of university maturity by the users/guests of Edisu Piemonte.

SANCTIONS

- All guests of EDISU residences are required to comply with the obligations and provisions set out in this Protocol, aimed at providing a contribution to the measures issued by the Government regarding the containment of infection by Covid-2019.
- The violation of the provisions contained in it involves the application of the sanctions provided for by the internal regulations of residences, as modulated with determination no. 289 of 07/05/2020 in relation to the violation of the provisions related to the emergency COVID-2019. EDISU Piemonte also reserves the right, with its own provision, to make further modulations of the sanctions provided for by the regulation, always in relation to the provisions related to the emergency COVID-2019, in order to ensure a suitable sanctioning system that reinforces the respect by the guests of the residences.

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