



Sant'Anna

Scuola Universitaria Superiore Pisa

#Sant'Anna fase tre

Protocol for the recovery of activities in presence at Sant'Anna School

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1. Introduction

The community of Scuola Superiore Sant'Anna believes that the recovery of activities in presence is essential for pursuing its mission in the fields of research, education and third mission, and that we can achieve this thanks to the continuous mutual learning and exchange of experience among all members, especially between lecturers and students. In order to pursue this aim, the School believes that it is important to favour the carrying out of its activities in presence, although it is ready to reconsider its own decisions based on the evolution of the emergency situation and the ministerial and regional indications.

From this perspective, Scuola Superiore Sant'Anna resumes its activities in presence in September, ensuring maximum safety and the best operating conditions.

A safe working environment for all members of the School at our facilities is not the answer to a forced obligation, but the expression of our personal responsibility to take charge of our own safety and health and of safety and health of those who frequent the School with us.

This document, integrating the one previously approved with Rector's Decree n. 249 on 30 April 2020, aims to provide operational guidelines on preventive measures, rules of conduct, individual and collective protection rules to be put in place in order to increase the effectiveness of the containment measures adopted to fight the COVID-19 outbreak.

The proposed guidelines are valid for the return period starting from September, the so-called "Phase three", and may be subsequently subject to change based on the development of the emergency situation and the ministerial and regional indications.

You can refer to national and regional regulations and, in addition, to:

- Agreed regulatory protocol between the Government and the social partners on measures to contain and fight the spread of the Covid-19 virus in work environments – updated on 24 April;
- Agreed protocol for prevention and safety of public employees with regard to the health emergency caused by "Covid-19";
- Agreement between the Tuscany Region and the Tuscan universities: "Safe Research and Advanced Education in Tuscany" – signed in June 2020;
- Note of the Minister Manfredi issued on 4 May 2020: "Emerging from lockdown and the new steps 2 and 3 for the higher education and research system";
- Document of the national rectors' conference (CRUI) issued on 26 June 2020: "Recovery of the academic activities of academic year 2020/21 in universities".

2. Preventive measures and general behaviour rules

SARS-CoV-2 is a respiratory virus that spreads primarily through the droplets of infected people, for example through coughs or sneezes, but also through direct personal contacts, such as by touching your mouth, nose or eyes with contaminated hands.

For these reasons, the main measures against coronavirus are:

- **distancing (at least 1 metre/3 feet);**
- **personal hygiene;**

- **cleaning of objects and surfaces.**

This document and the annexed procedures in force are made available on the School website, so that both internal and external users are familiar with them, in order to implement all measures for the COVID-19 risk containment.

The link to the website will be shared with all working people and external companies so as to ensure access to the same documents.

2.1 Serological test

Staff members, honours students and PhD students returning to the School facilities in September, on a voluntary basis, are invited to get a serological test at Fondazione Monasterio; the test must be reserved by sending an e-mail to testrequest@santannapisa.it. People concerned will be provided with detailed instructions, in accordance with the dedicated procedure (Annex 5). Serological tests will be carried out starting from September until 15 October, without prejudice to the priority to be given to honours students for their return to the halls of residence.

2.2 Entrance to facilities

Thermal cameras are located at the entrance of the following School buildings:

- Headquarters (it also serves palazzo Alliata, Via San Zeno);
- Palazzo Toscanelli (it also serves Vernagalli);
- Via Maffi;
- Tecip;
- Percro;
- Biorobotica Pontedera;
- Biolab;
- Plantlab;
- Dogana d'acqua;
- Scoglio della Regina;
- Collegio Faedo;
- Collegio Terzani.

Taking into consideration a duty of solidarity towards the School community, in order to ensure our own safety and the safety of others, everyone is required to undergo a temperature measurement by means of thermal camera and to reply to the questionnaire on mobile phone, to identify any symptoms before entering the premises and locations of the School.

The entry procedure therefore provides:

- Temperature measurement by means of thermal camera;

- Triage questionnaire on mobile phone¹ with preliminary processing at the entrance;
- In case of no admittance, personal identification for the management of a symptomatic person.

The access to the premises of the School will be allowed:

- when the body temperature is lower than 37.5° C and there are no symptoms such as cough or other symptoms related to COVID-19 (tiredness/muscle pain – asthenia/myalgia – a loss of, or change to, sense of smell or taste – anosmia/ageusia – diarrhea, difficulty breathing – dyspnea), in the presence of which it is required to stay at home and call the doctor or the local health authority;
- to people who have not had close contact with a virus positive subject within the previous 14 days;
- declaring to have read the safety protocol of the School and to be committed to follow it.

The statement made in the triage questionnaire is processed, generating a screen that associates the name of the compiler with a green light (access granted) or a red light (access denied) based on the answers provided by the compiler. This screen is shown to the reception desk, where present.

In case of access denied:

- a) the compiler is forbidden to enter and he/she is asked to seek immediate advice from his/her doctor;
- b) an alert is immediately sent to the person concerned and it will be sorted by an appointee for the employer to the person/s in charge of safety of the locations specified in the questionnaire, in order to verify the failure to enter of the worker.

The outcome of the questionnaire is valid for 24 hours, except for the possibility of updating it in the event of any change in the health conditions of the person concerned. **Therefore, people who have already filled in the questionnaire once and who move to a different location of the School are not required to fill it again, unless there is the necessity to communicate any change in answers.**

Two datasets will be made available to the Rector as employer and/or her delegates for the procedure: one related to the people whose access has been authorized, and one related to the people whose access has been denied. Both datasets will be destroyed by the appointee for the employer on a daily basis on the fifteenth day of collection. The access is instrumental to the management of any cases and to the collaboration with the competent health authorities, also in order to take the appropriate countermeasures in the event of infection of one or more subjects.

The information on personal data processing is made available at each access to the App or in the dedicated Intranet section. A brief information, also by icons, is exposed in the posters at the entrances.

For the workers required to clock in, only the temperature measurement through thermal cameras is needed, because the clocking in is acknowledged as the statement of absence of the other

¹ Where this is not possible, you will have to reply to a triage questionnaire on paper in any case.

symptoms abovementioned. If the worker has a body temperature higher than 37.5° C, he/she has to seek advice from his/her doctor. The statement to have read the safety protocol of the School, included the commitment to follow it, must be provided only once.

Honours students are due just to measure their temperature through thermal camera at least once a day; if honours students have a body temperature higher than 37.5° C and/or the aforementioned symptoms, the provisions of Annex 3 are applied. The statement to have read the safety protocol of the School, included the commitment to follow it, must be provided only once.

2.3 Management of a symptomatic person

In the event that somebody, on entering or during his stay in a premise of the School, develops fever or flu-like symptoms, attributable to the SARS-CoV-2 virus, he/she is required to immediately contact his/her doctor as well as the School so that the appropriate measures are taken; in cases other than honours students, people are required to return to their home. The communication can take place through a new filling in of the questionnaire on the App, or communication to infosalute@santannapisa.it or to the persons in charge of each location.

The School is working together with the health authorities to define the potential “close contacts” of a person tested positive for COVID-19 in a School location, in order to allow the authorities to apply the mandatory and appropriate quarantine measures. During the period under investigation, the School may ask any possible close contacts to leave the workplace as a precautionary measure, according to the indications of the health authorities.

2.4 Health monitoring

The health monitoring continues respecting the hygiene measures indicated by the Ministry of Health (so-called recommendations):

- preventive, upon request and return-from-illness medical examinations are privileged in this period;
- the competent doctor collaborates with the employer and the Representative of Workers for Safety (RWS)/Representative of Workers for Territorial Safety (RWTS) in integrating and proposing all the regulatory measures related to COVID-19;
- the competent doctor contributes to identify individuals who are at increased risk (so-called extremely vulnerable people), suggesting that they possibly stay at home self-isolating, according to the prescriptions of their general practitioner;
- all School workers considering themselves to be “extremely vulnerable” subjects can, in order of suggestion of realisation:
 - o seek advice from their general practitioner (GP) to assess if they possibly could stay at home a little longer, at least as long as the emergency related to the COVID-19 pandemic is over;
 - o request by e-mail (info@cesmel.it) a written opinion to the competent doctor to be presented to their general practitioner for the purposes indicated in the previous point;

- ask for an extraordinary medical examination for “special” health monitoring pursuant to art. n. 41, comma 2, letter c) of Legislative Decree n. 81/08 and art. n. 83, comma 1 of Decree-Law n. 34/2020 “Relaunch” as converted into Law n. 77/2020.

2.5 Management of staff of suppliers and contractors working within Sant’Anna School of Advanced Studies

The directions for the entrance to the spaces of the School extend to the workers of external companies entrusted with services, works and supplies; the latter are committed to follow the same indications provided for the workers of the School and to notify the School if the staff on duty has had a close contact with a subject tested positive for COVID-19 within the previous 14 days.

Every Employer/Legal representative sends a statement of compliance with the present regulation to the School.

2.6 Access of staff of other bodies or companies to the premises of the School

The staff of external bodies or companies entering the premises of the School on the basis of a research or technology transfer agreement or other similar arrangements shall follow the content of this Protocol anyway.

The security managers of the offices in charge for the stipulation of the documents entitling their staff to enter the facilities of the School inform the Employers of the bodies or companies involved of the content of this Protocol. They also acquire a self-certification of the Employer stating that the body or company adopted the standard precautions requested by national law and, if the body or company is established in Tuscany, of the safety protocol to prevent or reduce the spread of the infection laid down in the Ordinance n. 62 issued on 8 June 2020 by the President of the Regional Council of Tuscany.

3. Activities

3.1 Research activities

Research activities are going on in presence in the third phase, ensuring the safety of staff and students with the procedure provided for in the document previously approved with Rector’s Decree n. 249 issued on 30 April 2020.

3.2 Education activities

Starting from September, education activities will be delivered in presence, although we guarantee that all the students unable to attend activities in person will be able to access academic activities remotely (students who has to stay at home as a precautionary measure or who are at a greater risk of severe illness, with reference also to international students). With the expression “education activity” we mean basic, core, related and supplementary or chosen by the student courses and workshops.

The delivery of academic activities by lecturers shall be carried out in presence; the remote delivery is allowed as an exception, when necessary for visiting professors and/or lecturers in particular certified health conditions requiring specific protection and prevention measures.

Moreover, in the context of a health emergency, the international vocation of the School demands that we put in place all the actions taking into due account the needs and expectations of the whole academic community, and especially those of international students who may not be able to be present at the School.

As a matter of fact, the reduction of the capacity of classrooms and laboratories so as to encourage social distancing could not to ensure the delivery of activities in presence to all students. In case the capacity of classrooms is insufficient, groups rotations (for example on a weekly basis) will be programmed for classroom activities. It will be possible to provide for sessions reserved to the students in presence and sessions reserved to the remote students, compatibly with the didactic capability and ensuring that both cohorts are able to attend all hours scheduled for the course.

For the organisation of the timetable, if the classroom capacity does not allow a complete attendance, a simultaneous presence of students may be allowed under the condition that the capacity of classrooms and laboratories is reduced compared to the standard one, in accordance with the safety protocol, and distancing.

In order to increase the availability of space for the academic activities in presence, the following measures to be observed, as far as possible, when drafting the course schedule are identified:

- widening of lesson time from 8 am to 8 pm, as a rule;
- lessons also on Saturday.

Examinations will be ensured in presence, except for individual cases assessed by the board of lecturers.

Office hours and tutorship activities will be carried out face to face.

Internships and practical trainings may be conducted according to the procedures allowed by law and specified by the host entity.

3.2.1 Use of classrooms

The situation of classrooms, the capacity of which was determined considering the minimum social distancing of one metre (three feet), is shown on page 11.

A survey of archives (honours students) and requests (Master Degrees, Post-graduation diploma and Advanced Education courses) revealed:

- the need of medium size classrooms (between 20 and 30 seats) for MD, Post-graduation diploma and Advanced Education courses;
- the need of small size classrooms (10 seats max) for honours students' supplementary courses (with the exception of language lessons and few other courses attended by 15/20 students).

Classrooms will be primarily reserved for teaching activities.

Generally, bigger classrooms (above 20 seats) will be primarily reserved for Master Degrees, Post-graduation diploma and Advanced Education courses, whereas medium or small size classrooms (with a capacity under 20 seats) will be destined to honours students' and PhD courses.

Lecturers shall be due to request classrooms specifying period, capacity and any further necessity. Classrooms will be allocated centrally on the basis of requests.

Moreover, the School is formalising the acquisition in use of additional premises and it is committed to find further ones, if needed.

To classrooms, as well as to the university spaces open to students, daily sanitising procedures will be applied, according to the instructions of the Health Higher Institute specified in the circular of the Ministry of Health “Directions for the implementation of measures to prevent and reduce the spread of SARS-CoV-2 through sanitising measures for non-health care settings (surfaces, interiors) and clothing”, especially in the section “Sanitising procedures for enclosed spaces”.

In classrooms only the allowed seats can be used (those not permitted are signalled) and, in case of movable seats, they cannot be moved; gatherings (especially entering and leaving a room) and physical contact shall be avoided. As far as possible, in order to reduce contacts and maximise distancing, entry and exit routes will be defined.

Moreover, in classrooms the air must be cleared often (for example, opening the windows at every change of lessons, and however no less than two times a day).

Close to every classroom, as well as in the common areas, a dispenser of hydroalcoholic sanitising solution will be made available in order to allow hand hygiene when entering the classroom, despite the measure to be privileged is the hand washing with soap and water.

Meeting rooms too can be used for face to face meetings if social distancing (at least 1 metre/3 feet), a proper cleaning and a frequent ventilation of premises (at least after every meeting) are guaranteed.

Table 1. – Available classrooms and current capacities

edificio	aula	Pre covid		Sup. mq	sistemazione con cartelli covid		
		capienza pre covid	note		capienza con distanza circa 1 m	relatore	note covid
Palazzo Toscanelli	Aula 1(23)	23		34,55	11	1	11 tavoli 130x65 cm
Palazzo Toscanelli	Aula 2(26)	26		33,54	16	1	ribaltine: 4 file di sei sedie
Palazzo Toscanelli	Aula 3(22)	22		34,02	14	1	14 posti su ribaltine: 3 posti per 4 file + 2 isolate
Palazzo Toscanelli	Sala Riunioni piano II(20)	20					
Palazzo Toscanelli	Saletta Altana IV piano(8)	8					
PSV	Aula 1(72)	72			27		con postazioni fisse
PSV	Aula 2(16)	16			16		con tavoli
PSV	Aula 3(45)	45			16		con ribaltine
PSV	Aula 4(20)	20			20		parte con tavoli e parte sedie con ribaltina
Sede Centrale	Aula 10, (22)	22		15,88	12	1	4 tavoli 200x60 cm + 4 tavoli 140x60 cm: posti 8+4
Sede Centrale	Aula 2, (Lab. linguistico)(20)	20		37,32	9	1	9 tavoli 130x65 cm
Sede Centrale	Aula 3, (50)	50		76,10	24	2	6 file (3+3) di poltroncine alternate
Sede Centrale	Aula 5, (25)	25		51,88	24	1	4 file di 6 posti: 24 posti + relatore
Sede Centrale	Aula 6, (25)	25		67,72	20	1	13 tavoli 130x65 cm + 7 ribaltine
Sede Centrale	Aula 7, (aula multimediale)(24)	24	diventa portineria				
Sede Centrale	Aula 8, (25)	25	non utilizzabile estate/autunno 2020				
Sede Centrale	Aula Magna Storica, (sarebbe circa 50, ma per il cpi è 25)	25		127,00	25	2	18 tavoli 130x65 cm +2 tavoli a 2 posti: 18 + 4 + 3 ribaltine
Sede Centrale	Aula Magna, (120)	120		196,00	72	3	a poltrone alterne e a scacchiera tra file, 10 file x 6 posti + 12 posti su sgabelli + 3 relatori
Sede Centrale	Chiesa Sant'Anna, (100)	100	da verificare manca il riscaldamento				
Sede Centrale	Saletta Riunioni, (8)	8					
Tecip	Aquarium 27a (10)	10		36,18	10		6 tavoli 130x65 x 2 posti che adesso diventano 1 posto+ 8 ribaltine quindi con covid sono 6 ai tavoli + 4 sedute in totale 56 poltrone totali blu + 17 sedute in legno
Tecip	Blue Room 8 (70)	70		83,23	39	2	adesso 28 su poltrona e 11 su sedie in legno
Tecip	Board Room TECIP(24)	24					
Tecip	Grey Room 10b (77)	77		84,72	38	1	sedute con ribaltine a blocchi di 6 e 4 per un totale di 77 + 22 sedute con ribaltine libere
Tecip	Networking Labs TECIP	?	dato mancante				
Tecip	PC Room 27a TECIP(30)	30		52,68	20	1	20 tavoli 120x60 cm, stessa capienza pre covid
Tecip	Photonics Labs TECIP	?	dato mancante				
Tecip	White Room 27b (36)	36		83,85	18	1	6 file di 3 tavoli 180x60
Tecip	Yellow Room 10a (20)	20		51,26	15		ci sono 6 tavoli 100x180, precovid 20 ai tavoli + 10 sedute adesso 10 ai tavoli + 5 su sedute con ribaltina
Via Maffi	Aula 01- SIMULABO	?	dato mancante laboratorio				
Via Maffi	Aula 02(26)	26		36,82	16	1	pre covid 6 sedie con ribaltina x 4 file, covid 4 sedie x 4 file
Via Maffi	Aula 03(26) EMBEDS	24					
Via Maffi	Aula 4(14) p1	14		47,58	16	2	i tavoli sono 80 cm e i pannelli che separano sono a filo con il tavolo per cui non è stato considerato: 4 file di tavoli con spazio centrale (3+3)
Via Maffi	Aula 05(16) p1	16		56,21	14	1	14 tavoli 140x60 cm
Via Maffi	Aula 06(26) p1	26		36,84	8	1	8 tavoli 130 x 60 cm
Via Maffi	Aula 07(26)	26		47,58	13	1	9 tavoli 140x60 cm + 2 tavoli 200x60cm
Via Maffi	Aula 11 pc(10)	10		48,71	13	1	13 tavoli 140x60cm
Via Maffi	Aula 12 pc(8)	10		24,96	8	1	10 pc ma 4 sono vicini 2 e 2 per cui diventano 2
Via Maffi	Aula 14(38)	10		20,49	6	1	10 pc ma 8 sono vicini 2 e 2 per diventano 6
Via Vernagalli	Aula 1 P.T.(20)	40		60,00	20	2	20 tavoli 70x140 cm
		20			15		
		1.155	Totale:	1.445,12	575	30	
Altre aule esterne alla Scuola							
Pensionato Toniolo	aula		da formalizzare rapporto		20/25		
Pensionato Toniolo	aula				20/25		
Pensionato Toniolo	aula				20/25		

3.3 Halls of residence

Recalling the unique identity of the School, based on the full exchange and debate permitted only through presence and residency, starting from September the return of honours students to the halls of residence is expected.

All bedrooms will be provided with a web connection to allow students to attend any remote lesson from their room.

In order to ensure an adequate supervision and reporting of the health status of students, they will be supported in transferring their healthcare domicile, including the related choice of their general practitioner in Pisa or nearby, so that, as far as possible, also the School can have contact points locally, and preventive actions and activities to promote a healthy lifestyle can be implemented.

3.3.1 Return procedures

The School, in cooperation with the representatives of students, will arrange a gradual return process for groups of students, starting from September.

The procedure will make reference to Infosalute and with an organisational coordination by Serena Segatori.

In order to ensure a safe return for oneself and for all residents, serological tests will be arranged (please refer to testrequest@santannapisa.it) in accordance with the provisions specified in Annex 5 to the extent they are compatible.

Before the test, students, if they do need, will lodge in the guest rooms of the School. To enter back the halls of residence the serological test is mandatory. Students can also enter back the halls of residence if they come with a medical certification of a test for determining the seroprevalence for IgG and IgM anti-SARS-CoV-2 got in the 10 days before accessing the facilities of the halls of residence.

Students will be able to return to the halls of residence the very evening of the day the test has been undergone, provided it is negative.

3.3.2 Preventive measures

In twin bedrooms a distance of 1.5 metres (4 feet) between beds will be guaranteed.

In shared bathrooms a daily cleaning will be guaranteed.

3.3.3 Standard precautions to be taken in the halls of residence

No guests or visitors unrelated to the School allowed in bedrooms and in the shared areas inside halls.

The School garden and the other shared spaces, both indoor and outdoor, of the three halls of residence may be used by students keeping a safe distance.

In case of flu-like symptoms, as cough, sore throat and high temperature, for the protection of the health of the whole community, students will have to follow these instructions:

- a) stay in their room;
- b) contact their doctor;
- c) notify infosalute@santannapisa.it their state of health, providing a phone number to be promptly recalled by the School.

Without prejudice to the provisions of art. n. 5 of “Regulation on residency and residential facilities of Sant’Anna School”, during the emergency period, in case of violation, by students, of the national law and of the guidelines in response to the COVID-19 emergency defined by the School, the Rector can impose a disciplinary measure with a urgent procedure, upon hearing the person concerned. Based on the seriousness of the infringement, the disciplinary measure can consist in an admonition, in the dismissal from the hall of residence, or, as a last resort, in an expulsion if the student’s behaviour constitutes a serious and continual risk to the physical and mental health or safety of himself/herself and/or others. The expulsion shall be imposed after consultation of the Deans and it will be subject to ratification by the Academic Senate at the first possible meeting.

3.4 Library services

3.4.1 Access to the study room

In compliance with the provisions for the containment of the health emergency, the study room will be reopened to users to a limited extent, upon reservation, by rotation and arranging a minimum number of 15 simultaneous seats for consultation.

Only institutional users will be allowed to enter the room from Monday to Friday from 09.00 to 18.00, upon reservation, as provided for below.

The number and frequency of admissions may be subject to changes in the forthcoming months as the health security conditions develop.

The access to the library spaces is fixed in quantity and frequency, considering:

- a) the interpersonal safety distance and the usual capability of the room;
- b) the frequency of the sanitising activities of surfaces and toilets;
- c) the number of staff members that it will be possible to dedicate to handling activities and to the control of individual behaviours.

Users enter the study room maintaining a safe interpersonal distance. Wearing a face mask and hand sanitising are mandatory throughout the whole period of the stay in the library.

3.4.2 Study room booking procedure

Given that the tracing of admissions for reasons of health security is required, it is possible to enter the study room by booking through the online software Sagenda.com. By connecting to the website it is possible to check the daily availability and to book a seat.

In order to ensure an increased use of the service by all people concerned, we recommend to users to book only for undelayable study and consultation needs and to cancel their reservation as soon as possible if unable to meet it.

3.4.3 Reorganisation of spaces

In the reading room the allowed seats will be identified and signalled, for the personal use and not to be swapped during the period of the stay.

Study materials and any personal object can be placed only on the workstation taken. The workstation shall be cleared and sanitised at the end of the study session with the available products, and any waste shall be disposed of in the appropriate bins allocated in the library.

Users will not be allowed to enter the other spaces of the library, other than the reading room.

3.4.4 Books consultation procedures

Users are exhorted to check the availability of the material of concern on OneSearch before booking the seat.

The staff, equipped with the needed PPE, will make available the material for consultation. Users will not be allowed to take books directly from the shelves, but they shall ask the staff for any kind of request of bibliographic materials.

Completed the consultation, the books shall be placed only on the workstation taken and they shall not be moved. They will be quarantined by the staff for the due time.

3.4.5 Reproduction of materials

In case the digital versions of the requested documents are not available, a photographic reproduction of the original printed document will be allowed, in compliance with copyright.

3.4.6 PC workstations

Users are exhorted to use electronic resources remotely and, in the library, through their own devices. However, for essential printing necessities, 3 PC workstations will be identified and they may be booked through the dedicated software.

PC workstations are accessible wearing a face mask and after having sanitised your hands. PC, keyboard, mouse and table will be sanitised at each turn of use.

3.4.7 Loan service

The loan service will be available from Monday to Friday, from 09.00 to 18.00.

The delivery for institutional users shall be carried out through a booking service, sending an e-mail to prestiti.biblioteca@santannapisa.it. The users who have reserved books will receive an e-mail containing day and time for collection, in order to distribute safely the flow of people.

The reference service workstation is protected using a protective screen.

The library staff, equipped with the needed PPE, will set up and place the books on the desk next to the Front Office.

3.4.8 Books return service

Users can arrange the return of items sending an e-mail to prestiti.biblioteca@santannapisa.it. The returned books, placed on dedicated carts, will be quarantined before being placed back or loaned

again. At the end of the quarantine period the staff, equipped with the needed PPE, will put the books back on the shelves in order to make them available to loan again. The same procedures will be applied to the books located in Aula Magna Storica.

3.4.9 Interlibrary loan service

The requests of interlibrary loan and document delivery, both incoming and outgoing, will be processed subject to the availability and accessibility of the same services of the partner libraries. Returned books will be quarantined as specified in the previous point.

3.4.10 Mail and other incoming bibliographic material (books and periodicals and other supplies)

Without prejudice to the provisions of this protocol for contractors and suppliers staff, the library staff will arrange with suppliers the delivery of the purchased material, which will be quarantined before being processed both from an administrative and a cataloguing point of view.

3.4.11 Hygiene, cleaning and sanitising

The library staff is equipped with surgical masks, hand sanitiser, disposable gloves and sanitising product for surfaces and objects (for the front-office desk and any consultation workstation).

Hand sanitiser is made available to users, with the obligation for them to use it at the entrance of the library and in the reading room.

Regarding cleaning, sanitising and use of the ventilation/air conditioning systems, reference should be made to the specific annex to this protocol.

4 Preventive measures, general behaviour rules, use of PPE and entrance to facilities

4.1 School staff deployed in other bodies or companies

Before allowing the presence of School staff in the premises of other bodies or companies, the pertinent security managers acquire a self-certification of the Employer stating that the body or company adopted the standard precautions requested by national law and, if the body or company is established in Tuscany, of the safety protocol to prevent or reduce the spread of the infection laid down in the Ordinance n. 62 issued on 8 June 2020 by President of the Regional Council of Tuscany and its subsequent modifications.

The security manager allow staff to enter the premises of other bodies or companies only after having verified that the guidelines implemented by the hosting body or company ensure protection standards comparable to those of the present protocol.

It cannot be allowable the presence of School staff in the premises of Employers that did not adopted the standard precautions and, if they are established in Tuscany, the safety protocol to prevent or reduce the spread of the infection provided for in the Ordinance n. 62 issued on 8 June 2020 by the President of the Regional Council of Tuscany and its subsequent modifications.

4.2 Business trips

For business trips the following directions are provided for:

- Authorisation to use a School car;
- Authorisation to use the staff member's own car, when it is deemed appropriate;
- Compulsory use of safety equipment.

Please note that, in case of use of public transport in general and for getting from home to work and conversely, on public transport wearing a face mask is required and it is recommended to wear disposable safety gloves or to clean/sanitise hands before and after the journey. Where possible, it is recommended to use individual or couple sustainable mobility means of transport (bicycles and electric vehicles). The ordinances by the President of the Regional Council of Tuscany in force until today require to wear a face mask, if there are several people, in enclosed spaces and in public and private spaces open to the public, as well as on local public transport and in non-scheduled taxi services and car rental with driver.

In case of use of cars of the School and/or owned by the staff member, the driver's only presence in front of the car and no more than two passengers for any further row of rear seats are allowed, with obligation for all passengers to wear a face mask.

5 Use of spaces

Distancing is a simple and extremely effective preventive measure for the containment of the COVID-19 outbreak, therefore a reorganisation of workstations taking into account this rule and the definition of some management regulations are essential.

5.1 Common areas

In the **common areas and spaces** (corridors, stairs, etc.) the use of a 3-ply surgical mask is compulsory for both internal and external users.

For relaxation and coffee break areas the use of hydroalcoholic sanitising gel is requested before and after the access. The time spent in these areas is conditioned by the available space, in order to ensure the distance of at least 1 metre (3 feet) among the subjects present.

As far as possible, in order to reduce contacts and maximise distancing, entry and exit routes will be defined.

The rules described in the previous point shall be considered valid also for kitchens and dining halls. Therefore, as far as possible it is advisable to prefer to dine at the assigned workstation.

In case of use of the lift, it is recommended to use it one person at a time.

A careful hand hygiene is necessary for those who use the lift.

Dispensers of sanitising gel are made available for users in the common and passage areas.

5.2 Studies and offices

Workstations in offices shall be arranged so that they ensure a distance of at least 1 metre (3 feet) between the staff.

For the offices where ensuring this condition is not possible, shifting among those who share the same room will be provided for.

In the study and work areas, **during ordinary work** at the assigned workstation, the use of a mask is not necessary if the worker is not in a situation of co-presence.

In the particular case of **front-office workstations**, these will be equipped with a plexiglass /polycarbonate screen, where it is not already present a shielding.

Provided that this kind of activity will be subject to a regime of accessibility with fixed schedules, during the opening to the public it is necessary to pay a particular attention to hand hygiene, which may result in wearing disposable gloves if there is the necessity to exchange papers, documents, etc. Staff members and users are required to wear a face mask.

In case of **shared devices**, such as printers and copy machines, particular attention must be paid to hand hygiene before and after the use of the device and, if it is placed in a common area, the use of a 3-ply surgical mask is required.

5.3 Experimental Sciences laboratories

For risk reduction, the Director of Institute or – where present – the Responsible of the laboratory or the person in charge of security shall organise the activity for work shifts in order to ensure:

- a distance of 1 metre (3 feet) among the workstations used in that specific work shift;
- an interpersonal distance of at least 1 metre (3 feet) even during particular work phases, such as operations on a platform, etc.

In the Experimental Sciences laboratories, clothing (lab coats) and PPE normally required for those activities (disposable gloves, goggles or visors, etc.) must be used in accordance with the provisions of the Risk Assessment Document.

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

Where wearing a FFP2/FFP3 mask is requested, due to the presence of specific risks, those PPE will be worn rather than surgical masks. In this case FFP2/FFP3 masks without filter are preferable; in the event only the ones with the filter are available, also a surgical mask must be worn on it.

As regards lab coats, a weekly wash is recommended.

For work/research activities where keeping the interpersonal distancing for more than 15 minutes² is not possible, wearing other devices as FFP2 masks is provided for, or, in case FFP2 masks are not available, wearing two surgical masks at the same time³ and eye protection devices (goggles or visors) is sufficient.

Laboratory instruments and shared working surfaces potentially at risk of contamination must be sanitised in due manner by the operator himself/herself after each use. In the laboratories, equipment and tools can be passed from hand to hand only after the parts in contact with the worker have been sanitised as indicated by the Health Higher Institute.

In these laboratories must always be available:

- cleaner for cleaning surfaces, devices and instruments if, precisely, they are used by several people (tools, keyboards, etc.).

In order to allow the implementation of research activities in the laboratories with the abovementioned procedures, opening hours can be extended upon request of the Director of Institute or – where present – the Responsible of the laboratory or the person in charge of security.

5.4 Canteen

In order to favour the access of honours and PhD students to the canteen, the possibility to collect at the canteen meals to be consumed at the assigned workstation is provided for, respecting all hygienic rules. The canteen service will be arranged so that it can ensure the interpersonal distance of at least one metre (three feet) in every moment. Tables sanitising after every single meal is needed.

5.5 Waste disposal

Particular attention must be paid to the disposal of masks, disposable gloves and tissues or rolls of paper, which must be disposed of in unsorted waste, as indicated by the Health Higher Institute. A pedal bin reserved for these wastes with a trash bag inside is arranged in each location of the School.

In the research laboratories of the Institutes of Experimental Sciences the waste of PPE is disposed of according to the good laboratory practice, using the specific containers.

6 Updating and monitoring of the regulatory protocol

It is established a Committee for the application and verification of the regulatory protocol rules with the participation of the School union representatives and the RWS - Representative of Workers for Safety.

² Ministry of Health, Directorate General of Health Department. Circular issued on 09 March 2020. COVID-19. Updating of the definition of case.

³ Ordinance by the President of the Regional Council n. 38 issued on 18 April 2020. Safety protocol to prevent or reduce the spread of the COVID-19 virus in workplaces.

The Prevention and Protection Service, the Competent Doctor and the Human Resources Department are involved.

ANNEXES

Annex 1 – Guidelines for the delivery of the education activities of the School during the coronavirus emergency – phase three

Didactic activities

The didactic activities scheduled on the first semester of the a. y. 2020/2021 will be delivered in compliance with the rules laid down in the present document.

Didactic activities in presence and workshops

Starting from the first semester of the a. y. 2020/2021, the didactic activities of the following Courses will be delivered in presence and, in case of demonstrated impossibility, with blended learning:

- supplementary courses for First and Second level honours students;
- joint Master Degree;
- PhD;
- Advanced education.

It will be held in presence also:

- the laboratory trainings aimed to teaching;
- the presence of students who are writing their thesis – trainees at the facilities of the School (laboratories, offices or any other space of the School);
- the continuation or the activation of curricular and extracurricular internships and mobility programs in Italy.

In relation to the operational difficulties caused by the current emergency, the possible remote activation or the continuation of workshops or mobility programs may be carried out with the student's/trainee's informed consent and following a specific agreement with the School, if hosting organisation, or between the School as sending institution and the hosting body/company, once assessed the implementation of the ongoing reappraisal of risk at the location where the student will operate and the consequent continuous availability of the appropriate personal protection equipment (PPE) and of rules of conduct by guidelines which the student shall be familiar with.

Remote didactic activities

The **potential** remote, or in any case partially remote, didactic activities must be arranged on platforms for distance learning, using the Webex or Microsoft Teams platform, considering that the Webex platform notifies the event directly to the students; on the contrary, there are no notifications for the Microsoft Teams platform: consequently, lecturers are responsible to inform the students of the lesson. The lecturer may potentially use the platforms Skype and Zoom in the event that the aforementioned platforms are not properly usable.

Such activities must be held during the hours scheduled in the course timetable or in a different time, by previous agreement between the lecturer and the participants.

The online lesson must be delivered live and in interaction with students.

The mere upload of slides or materials is not considered as the fulfilment of the duty of teaching a lesson. Recording a lesson and subsequently uploading it on the platform is allowed (especially in cases of international students if the different time zone does not allow the simultaneous fruition of the educational activities).

Under extreme conditions, in case the indicated platforms do not work, the obligation of the lesson delivery may be fulfilled without video shooting, while still guaranteeing the sound diffusion.

The remote lesson must be entered in the online register under the heading classroom-taught lesson.

The certification of the attendance of students by the lecturer may be carried out through any of the following means (all applicable in Webex, n. 1 and 2 in Teams):

1. roll-call audio/video of the participants and registration on paper/digital document by the lecturer;
2. via chat check, by each participant writing his/her name and surname and the lecturer saving or printing the chat;
3. use of a registration form for the participation and subsequent export and saving of registration data.

In case a course is delivered by a lecturer on contract, the Dean, if the course is for honours students, the PhD coordinator, if the course belongs to a PhD program, and the Director of the post-graduation diploma course/Responsible of the advanced education course will be responsible for informing the ICT Services, in order to obtain the necessary login details for the platforms made available by the School. Instead, if it is the delivery of a course module, the internal responsible lecturer will be in charge of presenting the request to the ICT Services.

1.c Specific provisions for Advanced Education activities (structure UNI EN ISO 9001 certified and validated by Tuscany Region).

Attendance certification for distance learning.

At the beginning and at the end of the session, it is necessary that the tutor or the lecturer proceeds to a roll-call of those present (or any other verification tool suitable to achieve the same objectives of which it must be given evidence).

During the lesson, in the presence of large virtual classrooms, and anyway whenever the tutor is not able to constantly verify (for example through the video) the participant's attendance to the session in progress, random checks shall be carried out by the course tutor (not less than 10% of the number of remote participants), using the available ICT tools; in case the participant is not present, with no justified reason to be communicated to the tutor, the tutor will make a further check after 10 minutes: after the second check with negative result, the participant is declared absent. These checks shall be carried out for each morning or afternoon session.

At the end of the event, the tutor/lecturer will be responsible for preparing/printing from the platform the attendance register for each session, which shall contain name and surname of the participant and an e-mail together with access and disconnection time; this register will replace the attendance register on paper form, together with the annotations of the checks carried out

(name and surname of the participant, time and outcome of the check) and the description of the methods used for carrying out the checks. This register shall be signed by the tutor/lecturer, who will take the responsibility of the truthfulness of the statements made.

At the beginning of the session, the tutor/lecturer is required to communicate the remote participants the check procedures that will be used during the delivery of the educational event as well as how random checks will be carried out.

Office hours

Office hours are held face to face. They can be held remotely in exceptional cases of demonstrated need; in this case, lecturers ensure remote office hours during the scheduled hours or at times agreed with the students. Each course lecturer defines the distance learning methods and, at the moment of entering the lesson hours on the platform Esse3, he/she shall include the used methods in the annotations.

Examinations, examinations for the Achievement of the Qualification/final examinations

Finals

Examinations for students (honours, post-graduation diploma, PhD and Advanced Education students) will take place in presence ensuring the safety measures provided for in the protocol.

In exceptional cases of demonstrated need of remote examinations, they will take place through the abovementioned platforms. All members of the Board must attend the session remotely and the Board must be composed of at least two professors or one professor and one subject matter expert.

Lecturers are recommended, as far as possible, to convert written or practical tests into oral tests, maybe as a supplement to written papers discussed during the oral examination, or as its replacement.

In case of remote examination, at the beginning of the session, the virtual room where the remote oral examination take place is opened and managed by the President of the Board.

The publicity of the remote oral examinations must be ensured through the invitation of all candidates of the session by providing them with the link to the event. The connection to the online session must also be allowed to students not enrolled to the specific session and to third parties requesting to attend the session. The professor is responsible for verifying the possibility of the participation.

Candidates must be visually identified by the professor, by showing a valid identification document. In case of technical problems of connection, the identification and the continuity in the vision of the candidate's image can be guaranteed also through a video call in support of the operating platform.

During the remote examination it is prohibited to use any instrument or means, represented also by other people attending the remote session, which may alter the result of the test.

Please remember that, for the purposes of the registration of the examination result, it is authentic the record of the Commission or the lecturer responsible of the course/module using the Esse3 platform, or by e-mail communication to the competent administrative office (for honours students, the honours students support office, for PhD students the PhDs and Master's Degrees office, for Post-graduation diploma/Advanced education students the Advanced Education office).

For honours students, in case of remote examination, the registration on the paper transcript of records will be entered at a later stage.

Examinations for the Achievement of the Qualification

Examinations for the Achievement of the Qualification (First-level Sant'Anna honours diploma, Second-level Sant'Anna honours diploma, PhD, Master's diploma, Certificate) **will take place in presence ensuring the safety measures provided for in the protocol.**

If examinations are held remotely all members of the Degree Board must attend the session remotely.

The procedure for confidential dissertations subject to special limitations is still valid. In particular, the President of the Board shall register the names of those present and he/she shall read the following sentence: *"The content of this dissertation is strictly reserved, being present topics protected by law as secrets. Therefore, all those who become aware of it are subject to the obligation, liable of the criminal penalties of Art. 325 and 623 of the Criminal Law, not to divulge and use the information acquired"*. Then, all participants shall electronically undersign this statement.

In case of remote final examinations, they can be held only through Webex and/or Microsoft Teams, because lecturers have an institutional account for them.

The publicity of the remote examination must be ensured through the invitation of all candidates of the session by providing them with the link to the event. The connection to the online session must also be allowed to students not enrolled to the specific session and to third parties requesting to attend the session, therefore it is permitted sharing the link of participation also with people not specifically invited.

Candidates must be visually identified by the President or the Secretary of the Board, by showing him/her a valid identification document. This must be acknowledged in the examination record.

At the end of the discussion, in order to enable the pertinent assessment to be carried out, the President is responsible to interrupt the connection with anyone who is not a member of the Board. Afterwards, the Board logs on again with the candidate and the other people attending the session for the communication of the final grades.

Any change in the conduct of the various examinations provided for by the Regulation of the School will be communicated by the designated organs.

Selection procedures

Courses admission exams

Without prejudice to the rules laid down in the previous point 2.b, the President of the Board shall be responsible for ensuring that the selection of candidates participating to the admission exams for First-level Sant'Anna honours diploma, Second-level Sant'Anna honours diploma, PhD, Post-graduation diplomas, joint Master Degree and Advanced Education courses is carried out properly, for the formation of the lists as indicated in the respective calls for admission.

If the selection criteria provide also for an oral test, the latter may be held, for all candidates admitted, in presence or remotely; in this case, only through the platforms Webex and/or Microsoft Teams, because lecturers have an institutional account for them.

Annex 2 – Cleaning and sanitising procedures for living and working spaces

In accordance with the provisions of current legislation and national guidelines concerning the issue of cleaning and sanitising for living and working environments, sanitising of spaces will be ensured in compliance with the indications of the Health Higher Institute, on the basis of work shifts paying a particular attention to the most frequently touched surfaces (for example doors, handles, tables, toilets etc.).

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

Sanitising cleaners used before the COVID-19 emergency (generally buffered for their better degradability) were replaced, according both to national and international indications, with other more effective products, also in derogation to the contractual provisions.

Cleaning and sanitising activities shall be performed through the normal cleaning methods, using bactericide, fungicide, virucide cleaners specific for disinfecting surfaces, cleaners effective against gram-positive and gram-negative bacteria, yeast, enveloped and non-enveloped viruses (virucide encl. HIV, HBV, HCV, Adeno, Poliovirus and BCoV-surrogated for Coronavirus encl. MERS-CoV).

Such cleaners are certified for the use in the healthcare sector (hospitals, nursing homes, doctor's offices, clinics), public hygiene (sports facilities, wellness centres, schools), food industry, organised foodservice (restaurants, bars, hotels, gastronomy, ice-cream parlours, sales stands).

Such products will be used for all ordinary cleaning activities, both for horizontal and vertical surfaces.

Particular care and attention should be paid to the cleaning and sanitising of:

- flat surfaces such as tables, handrails, window sills, etc. ;
- office workstations: table, keyboards and mouse;
- handles, lift and intercom buttons, etc.

Offices, classrooms

Sanitising services shall be carried out daily in the morning before the starting of activities and they must be carried out every day from Monday to Saturday included, if offices are used on Saturday. For classrooms, in any case, seats and horizontal surfaces must be sanitised before being used by a different user.

Headquarters library

Sanitising services will be carried out daily and must be complete every day from Monday to Saturday. The cleaning affects all spaces accessible by the internal users, including toilets. Anyway, seats and horizontal surfaces must be sanitised before being used by a different user.

Great care must be taken in cleaning tables, the copy machine and the workstations of consultation usable by several users, especially keyboards, mouse, push-button panels and handles. Sanitising gel must be available close to the copy machine and to these workstations.

Toilets

Sanitising services shall be carried out daily in the morning before the starting of activities and they shall be complete every day from Monday to Saturday, if facilities are used on Saturday.

In the toilets cloth towels were disabled and replaced with more hygienic disposable paper wipes. In addition, in the most used toilets the supports of sanitising were replaced and equipped with dispensers of large-capacity counter cleanser (for every single sink).

In the toilets, emptying the baskets collecting the used paper towels is provided for several times a day, so as to avoid accumulation for too long times.

Vehicles

Cleaning must be carried out after each use of the School vehicles.

Extraordinary cleaning and sanitising procedures

In the case that a person having frequented the spaces of the School is tested positive for COVID-19, the extraordinary cleaning and sanitising measures shown below shall be applied:

- due to the possible survival of the virus in the environment for a few days, the potentially contaminated locations and areas must be completely cleaned with water and common cleaners before being used again;
- for decontamination, it is recommended to use 0.1% sodium hypochlorite after the cleaning. For the surfaces that may be damaged by sodium hypochlorite, use 70% ethanol after the cleaning with a neutral cleaner;
- during the cleaning operations with chemicals, ensure the flow of air in the rooms;
- all cleaning operations must be conducted by personnel who shall be equipped with specific PPE (FFP2 or FFP3 respiratory filter, face protection, disposable gloves, long-sleeved fluid repellent disposable gowns, and following the measures indicated for the safe removal of PPE – doffing). After being used, PPE must be disposed of as potentially infected materials;
- all the frequently touched surfaces (such as walls, doors and windows surfaces, surfaces of toilet and sanitary facilities) must be cleaned paying a particular attention;
- bed linen, curtains and other textile materials must be subjected to a washing cycle with hot water at 90°C and detergent. If it is not possible to wash them at 90°C for the characteristics of the fabric, add bleach or products based on sodium hypochlorite to the washing cycle.

The following is a non-exhaustive list of the surfaces to be treated:

- desks;
- doors;
- chairs;
- walls (where possible);
- screens;

- windows;
- tables;
- handles;
- keyboards;
- remote controls;
- push-button panels (with particular reference to the push-button panels of vending machines of drinks and snacks and to the lift buttons);
- switches;
- telephones;
- all other exposed surfaces.

Sanitising of air conditioning and air treatment systems

Unless otherwise stated at national and regional level, ventilation systems will be sanitised periodically in accordance with the “Report HHI (Health Higher Institute) COVID-19 n. 5/2020. Interim indications for the prevention and management of indoor spaces in relation to the spreading of the SARS-Cov-2 virus infection” and its subsequent amendments.

In buildings with specific ventilation systems (Controlled Mechanical Ventilation, CMV) handling air through a motor/fan and allowing the air exchange of a building with the outside, air entry and extraction will be kept active 24 hours a day, 7 days a week (possibly with a decrease in ventilation rates during the night hours when the building is not used). Moreover, in order to increase the level of protection, if possible the air recirculation function will be removed to avoid the potential transport of pathogens (bacteria, viruses, etc.) in the air.

Furthermore, if the time of replacement of the filter pack is close, in order to improve inlet air filtration, if possible it will be replaced with more efficient types.

In buildings with heating/cooling systems (for example heat pumps, fancoil or convector heaters), the systems will be momentarily kept off to avoid the possible recirculation of the virus in the air. If keeping off the systems is not possible, and anyway when the temperatures rise, it will be provided a monthly cleaning of the recirculation air filters on the basis of the information supplied by the producer, when the system is not functioning, to keep filtration/removal levels low.

Annex 3 – Procedure for the management of suspect or confirmed cases of COVID-19 in the residential facilities of Sant’Anna School

In the presence of a suspect symptomatology (fever with or without cough, sore throat, tiredness/muscle pain – asthenia/myalgia, a loss of, or change to, his/her sense of smell or taste – anosmia/ageusia, diarrhea, difficulty breathing – dyspnea) the student must self-isolate in his/her bedroom and notify his/her health status promptly to his/her GP and to the e-mail address infosalute@santannapisa.it, providing a phone number in addition to his/her health status and his/her symptomatology. The student will be recalled promptly.

The Responsible of the School in charge of the management of suspect cases reading the e-mail will call the student by phone.

In case of mild symptoms, the student is self-isolating in his/her room, he/she is given a mask and the delivery of meals to his/her bedroom is activated.

If his/her health conditions worsen at any time, the student must call 118 promptly.

According to the evaluation of the symptomatology by the general practitioner or, if absent, by the doctor on call, a nasopharyngeal swab test for the detection of the presence of SARS-COV 2 may be arranged by the competent territorial health district (AUSL Nordovest) through the activation of the USCA service. Following a positive test result, AUSL Nordovest will quarantine the infected subject and his/hers close contacts within the last 48 hours before the symptoms occurred.

Management of the quarantined subject or of the suspect/confirmed COVID-19 case with mild symptoms in the facilities of the School

In case of quarantined subject, potentially eligible for a swab test or resulted positive with health conditions that do not require the transfer to hospital, the School may have to take charge of the isolation measures. Where possible, in agreement with AUSL Nordovest, it is arranged the transfer of the subject to the quarantine hotels organised by the large-area administration, which guarantee a greater safety for the subject and for the entire School community. Anyway, Infosalute team is committed to follow the diagnostic and therapeutic process step by step, to facilitate and support it.

Measures based on the characteristics of the accommodation of the person involved

Single bedroom with bathroom: the person involved is self-isolating in his/her room. Face mask and meals are supplied. In case of worsening of the health status, the subject is exhorted to call 118 promptly.

Single bedroom with shared bathroom: the person involved is self-isolating. Face mask and meals are supplied. The closest bathroom to the room is immediately reserved exclusively to the subject. In case of positive test result, the transfer to a single bedroom with bathroom is arranged taking the appropriate precautions (surgical mask to the subject, hand washing, airing of the room) and the subsequent sanitising of the shared bathroom and of the bedroom without bathroom.

Twin bedroom with bathroom: the person involved is self-isolating. Face mask and meals are supplied. The roommate is quarantined in an arranged single bedroom with bathroom, taking the

appropriate precautions (surgical mask to the subject, hand washing, airing of the room). As a precautionary measure he/she is considered as a close contact (self-isolation, face mask, meals supplied in his/her bedroom) pending confirmation.

Twin bedroom without bathroom: the person involved is self-isolating. Face mask and meals are supplied. The closest bathroom to the room is immediately reserved exclusively to the subject. In case of positive test result, the transfer to a single bedroom with bathroom is arranged taking the appropriate precautions and the subsequent sanitising of the shared bathroom and the bedroom without bathroom. The roommate is quarantined in a single bedroom with bathroom arranged with transfer, taking the appropriate precautions. As a precautionary measure he/she is considered as a close contact (self-isolation, face mask, meals supplied in his/her bedroom) pending confirmation.

Delivery methods of face mask and meals

The face mask shall be delivered at the reception desk immediately after the e-mail or the phone call. The delivery takes place by leaving the mask on the ground in front of the door. The subject is advised to retrieve it after having ventilated his/her room and washed his/her hands.

Food is served without tray (only plastic bag) entirely with disposable cutlery and plates. The delivery takes place by leaving the meal on the ground in front of the door. The subject is advised to retrieve it after having ventilated his/her room, washed his/her hands and worn the mask. The subject is exhorted to put all the left-overs of the meal in the original bag that will be picked up by the subject, collected and disposed of as prescribed by the guidelines of the Health Higher Institute <https://www.epicentro.iss.it/coronavirus/img/info/Poster-RIFIUTI.pdf>.

In the event of a confirmed case, students and staff of Sant'Anna School make themselves available to the staff of the Department of Prevention of AUSL Nordovest for the epidemiological enquiry giving all the relevant instructions.

Annex 4 – Brief guide to the use of PPE and to the good practices for the risk containment of the COVID-19 outbreak

Coronaviruses are a large family of viruses which may cause illness ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS).

The novel Coronavirus, named SARS-CoV-2 (before 2019-nCoV), is a new coronavirus unknown before in humans.

“**COVID-19**” is the disease caused by the new SARS-CoV-2 (where “CO” means corona, “VI” means virus, “D” means disease and “19” refers to the year when it broke out).

In order to prevent the spread of the virus and disease COVID-19 it is necessary to take **appropriate precautionary measures.**

The main measures against coronavirus are:

- physical distancing (in terms of frequency/duration of contacts and distance among people);
- personal hygiene;
- cleaning of objects and surfaces.

With regard to the minimum distance among people, it must be ensured **1 metre (3 feet) in cases of compresence at work, with obligation to wear also a surgical mask.**



Situations of lesser distancing must be kept to a minimum and managed through special protocols and additional PPE (two surgical masks or FFP2-type mask).

In the end, please remember that, in Tuscany, **wearing a disposable face mask outside your household is mandatory** in the following situations:

- in enclosed spaces, public and private open to the public, as well as on local public transport and in non-scheduled taxi services and car rental with driver, in the presence of several people;
- in open spaces, public or open to the public, when, in the presence of several people, maintaining social distancing is requested.

Face masks for the prevention of respiratory virus infections

There are various types of face masks, the protective filtering ones (Fig. 1) and the surgical-type ones (Fig. 2). Both PPE, or Personal Protective Equipment, protective filtering masks (in accordance with UNI EN 149:2009 or EN 149:2001 +A1) are used to protect the person wearing them from a specified risk, for example due to hazardous biological agents. On the other hand, the second ones (in



Fig. 1

compliance with UNI EN 14683:2019) are used, both in healthcare and non-healthcare contexts, to contain the potential spread of diseases through droplet infection.



Fig. 2

The use of a surgical mask reduces most of the so-called *droplets* of the person wearing it, namely the droplets of saliva that are inevitably emitted in the environment by coughing, sneezing or even by simple talking, and which may contain the infectious agent if the person has been infected and presents the virus at the level of the upper respiratory tract (nose, mouth and pharynx).

Therefore a surgical mask plays an effective function of "collective protection".

For work/research activities where keeping the interpersonal distancing for more than 15 minutes is not possible, wearing FFP2 masks is provided for; in this case FFP2/FFP3 masks without filter shall be preferred and if only the ones with filter are available, also a surgical mask must be worn on it. In case FFP2 masks are not available, wearing two surgical masks at the same time is sufficient.

Correct use of face masks

The use of face masks poses a number of problems that must be known in order to avoid mistakes or misuse that can reduce or even cancel its effectiveness.

- 1) **Face masks, even if worn by everyone, do not ensure a complete protection:** the risk of infection is not cancelled, but simply reduced.
- 2) A face mask must be worn correctly, otherwise its protection effectiveness is compromised: the coloured part is on the outside; the ear loops must be placed behind your ear; it must cover your nose and mouth; the metal strip must be pinched so that it moulds to the shape of your nose (Fig. 3).
- 3) When wearing a face mask, it is a good rule not to talk too much, especially if it has to be worn for many hours. Indeed, when it is damp (due to coughing, repeated sneezing, excessive talking), it has a reduced filtering capacity and needs to be changed.
- 4) When removing it temporarily, it must be done by grabbing the ear loops without touching the internal layer, as it must be considered as a potential source of infection. For the same reason, the mask shall never be lowered on your neck.
- 5) A face mask is disposable and once used it must be thrown in the trash. Waste disposal must be arranged as described in the "Protocol for the recovery of activities in presence at Sant'Anna School".



Fig. 3

- 6) When putting on and removing a face mask, before touching any other object, garment or surface, wash your hands thoroughly with soap and water or, alternatively, sanitise them with a suitable disinfectant.

PAY ATTENTION

In order to limit the spread of SARS-CoV-2, surgical masks are very useful instruments, but they are not the only measure available, indeed maintaining physical distancing, a frequent hand washing, sanitising of surfaces in environments with heterogeneous contacts are priority measures, which our efforts and our attention must be focused on.

PAY ATTENTION

Biohazard protection masks are disposable.

Only in exceptional cases, when it is not available a sufficient number of masks and there is a high risk of infection, a regeneration/disinfection procedure of the mask used may be adopted. To carry out the procedure, competent and qualified personnel must be contacted; these procedures, however, do not allow the re-use for more than three times.

Gloves: how to wear and remove them

If the Employer prescribes the use of gloves, follow the instructions below.

Use **disposable nitrile gloves** complying with EN 374. Before wearing them, wash accurately your hands. Latex gloves, which can cause allergic reactions, are not recommended.

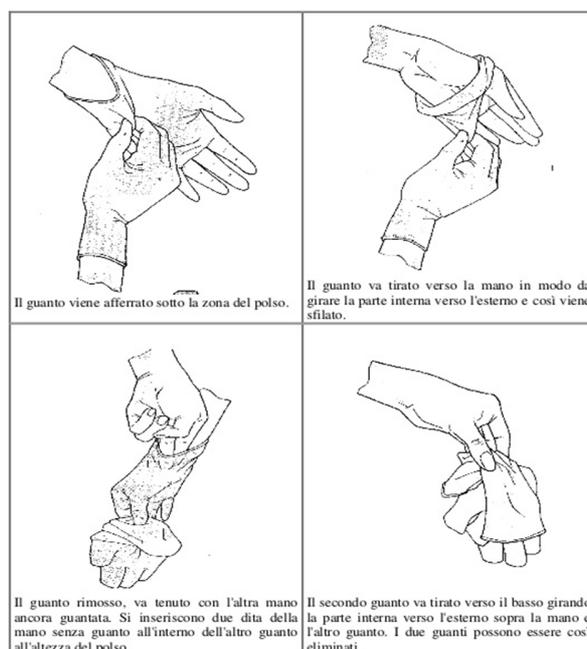
With reference to the risk of infection from COVID-19, please remember that viruses are transmitted through infection from person to person, but they can exist on surfaces even for a few hours or days.

Fig. 4 – Watch also the beginning of the video

<https://www.youtube.com/watch?v=CChf0-enyp0>.

Pay attention to how you remove your gloves!

Therefore, we must be careful to use gloves in accordance with the correct procedures for wearing and removing them, as shown in Figure 4.



It is important to remember to remove the gloves appropriately, without touching the external surface with your bare hand, otherwise you will cause everything to be useless.

Other PPE

For work/research activities where keeping the minimum interpersonal distancing is not possible, it is necessary to wear eye protection devices, as goggles or visors.

Surfaces cleaning

For cleaning and sanitising, the provisions of the national and regional authorities shall be observed. At the moment, unless otherwise specified, reference shall be made to the “Report HHI (Health Higher Institute) COVID-19 n. 5/2020. Interim indications for the prevention and management of indoor spaces in relation to the spreading of the SARS-Cov-2 virus infection. Version issued on 23 March 2020”.

It is necessary to clean frequently all surfaces that can be contaminated, such as doors, handles, windows, glasses, tables, light switches, toilets, taps, sinks, desks, chairs, passenger door handles, buttons, keyboards, remote controls, printers.

In offices surfaces can be sanitised with a special spray or wipes.

In laboratories 70% or 80° Ethanol, or 0.1% sodium hypochlorite are recommended.

Cleaning must be carried out at the beginning and at the end of each working shift/session of the single worker at a certain workstation.

Waste

In usual working places, such as **offices**, there are open waste bins for unsorted waste, inside which it is placed a plastic bag that is periodically replaced.

At the end of the working day each worker is required to close the plastic bag containing the waste produced. The closing of the bag reduces the exposure to the COVID-19 risk of the cleaning staff providing for its replacement every day.



For the **laboratories** where there is already a biological risk, as indicated in the Risk Assessment Document, and where there are plastic containers for potentially infected biohazard waste (preferably with a top that cannot be opened again) (Fig. 10), such containers may be used for the disposal of disposable gloves, masks and other PPE used by all related staff during the COVID-19 emergency.

The containers for the disposal of such waste shall be equipped with a fully visible adhesive label with information on the waste:



- type of waste: Waste that must be collected and disposed of applying special precautions to avoid infections;
- European List of Waste code: 180103*;
- Hazard Class HP9 – Infectious.

Sanitising of waste (gloves, masks, tissues, etc.) is allowed, upon agreement with the Prevention and Protection Service. Prepare a common well washed sprinkler and fill it with a solution consisting of 1 part of bleach (classic) and 2 parts of water. If bleach contains the 3,5% of active chlorine, the ratio can also be 1:1.

Pay attention to bleach: it causes severe skin burns and serious eye damage.

Fig. 10

Closing note

This short guide does not claim to be exhaustive, but only to provide an useful guidance to managers, research managers, persons in charge of safety and workers working in the research laboratories of Sant'Anna School during the emergency COVID-19.

Annex 5 – Second Covid-19 serological screening campaign at Sant'Anna School

Background and rationale

The emergence, starting from December 2019, of an increasing number of cases of atypical pneumonia in the Wuhan region, Hubei, China, led to the identification of a new viral pathogen agent, which was named SARS coronavirus 2 (SARS -CoV-2), in the light of the strong genetic sequence homology shared with the SARS virus. The pathology caused by it was named COVID-19. (1,2)

Similar to the outbreaks of SARS-CoV in 2003 (3) and MERS-CoV in 2012 (4), for this new pathogen a rapid epidemic spread was observed, initially limited to China; following the failure of the measures to contain the epidemic, between February and March 2020 a global spread of the epidemic was observed, with evidence of active transmission in multiple outbreaks, among which the Italian one stands out. Therefore, on 11 March 2020, the WHO declared the pandemic from COVID-19 (5).

In the absence of a resolute treatment at the moment, the efforts to contain the epidemic have been supported, in varying degrees depending on the contexts, by measures of limitation to social contacts, health monitoring, tracking and isolation of the infected.

In the current Italian context, following subsequent emergency measures issued by the Government in March 2020, severe limitations to the movement of people and suspension of economic activities, with the exception of essential activities only, were imposed at national level. (6) Starting from 4 May 2020, these measures have been relaxed and several work activities, including those of research, will gradually resume.

The diagnosis of COVID-19 is currently carried out on a clinical basis, with the support of laboratory tests (blood chemistry tests, RT-PCR for viral nucleic acids on oropharyngeal swab or BAL) and thoracic imaging (Xray, ultrasound, CT). (7)

The confirmed cases of COVID-19 show a picture often characterized by fever, cough, myalgia, asthenia (8), to which the development of a bilateral interstitial pneumonia may be associated and which may lead to death from respiratory failure and require intensive care.

The main problems related to the use of RT-PCR (swab) are: 1) the need for availability of dedicated laboratories and experienced staff; 2) an important processing time; 3) the known presence of false negatives to RT-PCR, which requires the repetition of the test in time (9).

The limitations of this method make it difficult to apply it on the ground for a rapid screening.

The finding of asymptomatic or mildly symptomatic carriers of SARS-Cov-2 (10) constitutes a further element of risk, particularly in residential or working spaces, where the infection possibilities may be at higher risk for a greater difficulty in maintaining social distancing.

It is widely accepted by the scientific literature that IgM class antibodies determine the first line of defense during viral infections, followed by the generation of a high affinity IgG response, important for the development of long-term immunity and immunological memory (11). It has

been reported that, after infection with SARS virus, IgM antibodies are identifiable in the patient's serum after 3-6 days from the infection, and that IgG are identifiable after 8 days (12.13).

The currently available data in relation to SARS-Cov-2 virus are limited at the moment (14), but they seem to go in the same direction, with evidence of IgM and IgG antibody response already present at an early stage of infection (15-16). In addition, the combination of immunological testing and molecular screening (RT-PCR on oropharyngeal swab) appears to increase the virus detection sensitivity (15).

The preliminary data from a study conducted in China show a sensitivity of 88.7% and a specificity of 90.6% for a combined IgG+IgM rapid antibody test compared to confirmed COVID-19 cases (16). Nevertheless, a preliminary study carried out at Fondazione Monasterio showed a suboptimal accuracy of such rapid tests.

Instead, a laboratory immunometric test on serum based on chemoluminescence (ECLIA) was more accurate for the detection of IgG and IgM antibodies against SARS-COV2 with the kit produced by Shenzhen New Industries Biomedical Engineering Co. The kit bears the CE IVD marking, and it is distributed in Italy by Medical Systems S.p.A. and recently validated on a wide range of cases in Padua (17).

The performing of this test appears useful to determine the seroprevalence for IgG and IgM anti-SARS-CoV-2 in the population for various reasons related to the School (students, researchers, lecturers, technical and administrative staff, services) in the context of the measures to prevent and control the spread of COVID-19.

Operating procedures

It is a prospective screening intervention, with cross-sectional detection of seroprevalence of antibodies IgM and IgG anti-sars-Cov-2.

Screening is expected to begin in September 2020. The test involves the execution of a blood sample of 5 cc that will be carried out at the clinics of Fondazione Monasterio, located on via Moruzzi 1 in Pisa. People concerned must make a reservation by sending an e-mail to testrequest@santannapisa.it.

Tested positive subjects will be reported to the Competent Doctor: he, having assessed the result of the test, may prescribe the execution of a double pharyngeal swab, unless the subject has already undergone a double negative swab or has already received a diagnosis of COVID-19 infection. Swabs can be performed at Fondazione Monasterio:

- if, in view of the result of the swabs, there is a diagnosis of active COVID-19 disease, the subject is reported to the Competent Doctor for the subsequent measures.

Enrollment procedure

The proposal for systematic screening of staff and students, for the latter in the different ways already indicated in the Protocol, will be communicated to the people concerned who have requested it by sending an e-mail to testrequest@santannapisa.it; on the basis of the adhesions, a schedule for the performing of the blood sample to slots will be prepared. Together with the

communication of the time of performing of the blood sample, the subject will also receive a request to be printed and delivered to Fondazione Monasterio on the occasion of the blood sample.

Acquisition of informed consent and data processing

In the email proposing the participation to the screening, the person concerned will receive all information related to the procedure and to the data processing by Fondazione Monasterio, including the informed consent form that will be returned (filled in and signed electronically) directly at the moment of the blood sample.

In case of positive result, if the person concerned is a worker, the responses are communicated, in addition to the person concerned, to the Competent Doctor of the School, who will proceed with the appropriate prescriptions.

If the person concerned is a Student, the response of the blood sample will be sent to him/her in paper form in a sealed envelope.

The School will receive a report on number of participants and aggregate data on results.

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