



Associazione Collegi e Residenze Universitarie

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# MANAGEMENT of the EMERGENCY CAUSED BY COVID-19

## Vademecum for the University Residences

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### FOREWORD

The formation of the person is influenced by the environments in which this person lives, by the relational quality that serves as a plot to one's existence, by the wealth of stimuli received in a given context. University Residences, designed in a logic of a welcoming and shared environment, have in the satisfaction of certain needs - living, sleeping, eating, security, company - only the starting point to build a much richer and

more engaging educational experience, aimed at promoting the deeper dimensions of the person.

The educational proposal of the University Residences, which aims to contribute to the integral formation of the person, is based on several principles recalled in the daily practice. The educational proposal aims to enhance and increase the ability of all students to take care of their own life starting, especially in this period of health emergency, from their own body, from their own things and those entrusted to them, from their own spaces and from those in common, from a strong focus to health. Young people are proposed not only to take care of themselves, but also to take part in others' lives, to be open to the problems of the community, the city and the territory, to look at the issues with a receptive and critical spirit.

The experience of relationship involves experiencing oneself in the co-habitation and daily encounter with other people, supporting relationships characterized by listening, respect and dialogue. It is in the "life together" that one grows in the knowledge of one's own resources and difficulties, in the acceptance of one's own and the others' limits, in understanding the other people's point of view, in discovering the other person as a gift.

The educational project that is implemented in our facilities bets on young people as bearers of resources and potential, as active protagonists of their own formation and life building. This protagonism is closely connected with the great value attributed to the principle of responsibility, trying to support young people in their attention, in their understanding of reality, in the assumption of precise commitments, also in relation to the rules that need to be shared.

Even at this time of health emergency where Universities mostly provide distance services, the University Residences, by taking the appropriate measures to be safe, intend to guarantee hospitality in order to continue contributing to the growth of the person and to the development of transversal skills. In fact, they are a community of people who can be asked to behave responsibly. The educational pact is based on principles such as respect, trust and responsibility.

For these reasons, we believe it is much more effective and educational to invest in relationships, and in the belief that it is better to behave according to shared rules to ensure health and safety in the University Residences, rather than exasperate students with restrictive measures that are difficult to apply and control within a community of young people.

All the provisions in this vademecum are fully applicable on condition that the University Residences are considered, as regards to all intents and purposes, as a "closed community". Therefore, each member of the community must know and apply the rules and the correct behaviour described below, working to ensure the health and safety of themselves and of all other members.

The main points on which the pact between Students, the Management of the University Residence and Educators is based can be summarized as follows:

- information and sharing of principles and rules;
- management of social distancing;
- willingness to measure one's own body temperature on a daily basis in the agreed manner;
- responsible management of care and attention to personal hygiene;

- responsible and shared management of the care and attention to hygiene of the places, encouraging the sanitization operations of all the premises in the facilities;
- responsible behaviour adopted within the facility, also when sharing common areas;
- responsible behaviour adopted when leaving the facility;
- adoption of safety protocols against contagion;
- adoption of individual protection equipment, where it is not possible to respect the interpersonal distance of one metre as the main containment measure;
- processing of personal data in compliance with current legislation (EU Regulation no. 2016/679 "General Data Protection Regulation" or "GDPR").

The stay inside the University Residence is allowed only after the student has signed the commitment to fully comply with the rules contained in this vademecum, which are to be considered supplementary and, where they provide a greater guarantee than the current health emergency, they are to be considered superseding the regulations already in place for life inside the facilities.

## 1. INFORMATION

The entire community present in the Residence and anyone who enters the facility is informed about the provisions in force through *ad hoc* communications and the posting of information leaflets, containing:

- the obligation to comply with the procedures indicated in this vademecum about security;
- the observance of the rules of personal hygiene and of the conduct to be maintained within the facility, with particular reference to common areas;
- the prohibition of entry/return or stay in the facility and the obligation to promptly declare one's health state in the presence of dangerous conditions (flu symptoms, fever, coming from risk areas or contact with people tested positive for the virus in the previous 14 days, etc.);
- the observance of restrictions when leaving the facility and when travelling for proven reasons of necessity, in the knowledge that such restrictions are essential to ensure the condition of "closed community";
- the behaviour to be assumed in the presence of fever above 37.5° or other flu symptoms;
- the obligation to inform the Management promptly and responsibly about the presence of any flu symptoms, taking care to stay at a suitable distance from other people in the facility and follow the procedures indicated.

## 2. HOW TO MAKE A FIRST RETURN TO THE FACILITY

The prerequisite for return to the facility and for readmission to life in the "closed community" is based on knowledge of the person's health condition and the elements connected to it.

For this reason, each student who intends to return to the facility must first fill out a statement (*enclosed Document 1*) describing the aspects related to symptoms, quarantine periods, risks, contacts and relationships of the last period related to

contagion, presumed or actual, by COVID-19. Any personal fragility must be considered with particular attention, with express reference to all health conditions related to chronic or multimorbid pathologies or to states of congenital or acquired immunodepression. This statement must be countersigned, after appropriate assessment, by one's own general practitioner (or family doctor) who will confirm the absence of contraindications to the resumption of community life. Then, the declaration must be sent to the Management of the University Residence in order to be authorized to return. The granting of this authorization will be subject to the content of the health certificate sent by the student and the assessment of the thickening risk in relation to the necessary social distancing in each individual facility (e.g. number of requests, structure configuration, available spaces, etc.). Students who have already tested positive for COVID-19 infection must also enclose a medical certificate showing that the swab has been "negativeized" in the prescribed way issued by the relevant territorial prevention department. Upon entering the facility, the student must confirm that there is no variation with respect to what was previously declared, and will be subjected to body temperature measurement.

After the first return, in case of subsequent prolonged absence from the facility, the Management of the Residence will evaluate whether to request the same declaration again (*enclosed Document 1*).

### **3. COLLECTION OF PERSONAL BELONGINGS LEFT IN THE FACILITY**

Students who have returned to their residence are allowed to collect their personal belongings left in the facility. Each student must contact the Management of the Residence in order to arrange for the relative authorization and to agree on the modalities and timing for the withdrawal.

### **4. STAY IN THE FACILITY**

This procedure is to be considered one of the essential conditions for the stay in the facility. Each Residence will have at least one thermo-scanner with which to carry out these daily measurements. A register of the temperatures of each single person will not be kept, but only a daily report that attests the overall results of the measurements (number of measurements made with respect to the guests in the facility, negative results, etc.). If the temperature is higher than 37.5°, the guest will be asked to return and stay in their room. He/she will then make immediate contact with the reference doctor of the facility and/or with his/her general practitioner in order to be able to receive indications regarding self-isolation in quarantine, any therapy to be followed and the need to alert the competent health authorities.

### **5. EXIT FROM THE FACILITY**

Each student is forbidden to leave the University Residence, except in cases of extreme necessity and, in any case, following current regulations. Those who go out must make use of a mask and other personal protective equipment that may be necessary, paying particular attention both to the use of public transport, to meeting other people and visiting other places. When returning to the facility, it will be obligatory to:

- immediately clean hands according to the instructions provided by the Ministry and the WHO;
- change the clothing and footwear, with others intended only for use inside the facility;
- air the clothing and footwear used outside the facility, taking care there is no contamination with other clean clothing.

## **6. EXTERNAL VISITORS ENTRY TO THE FACILITY**

Access to external visitors, be they family, friends or acquaintances, is to be considered excluded apart from exceptional reasons and subject to authorization by the Management. If authorized, they will have to comply with all the rules provided for internal guests; students are co-responsible for the behaviour adopted by those who enter the facility to visit them, and will have to ensure compliance with the rules.

When entering the facility, external visitors must:

- provide immediate cleaning of hands according to the instructions provided by the Ministry and the WHO;
- wear a mask and other necessary personal protective equipment;
- go to the limited and defined areas near the entrance, used for this purpose only, which will be sanitised daily. It is forbidden to go to any other room in the facility;
- use dedicated toilets which will be sanitised on a daily basis. It is absolutely forbidden to use the toilets for internal guests.

External visitors who ask to enter the facility are informed, in advance, of the impossibility to access the facility for those who, in the last 14 days, have had contact with individuals tested positive for the Coronavirus, or who come from areas at risk. External visitors will be subjected to body temperature control and, if it exceeds 37.5°, they will not be allowed access to the facility. Visitors who have already tested positive for Coronavirus infection must declare that they are in possession of a medical certificate showing that the swab has resulted negative according to the procedures provided for and issued by the relevant territorial prevention department.

## **7. SUPPLIERS/EXTERNAL PERSONNEL ENTRY TO THE FACILITY**

For the access of suppliers and external personnel, entry, transit and exit procedures are identified, using predefined modes, routes and timing, in order to reduce the opportunities for contact with students and internal staff. If possible, the drivers of the means of transport must remain on board their vehicles and, for the necessary loading and unloading activities, the carrier must wear the appropriate personal protective equipment and adhere to the strict interpersonal distance of 1.5 metres. Suppliers and external personnel, compatibly with the tasks entrusted to them, are only allowed access to limited areas of the facility. Toilet facilities dedicated to them must be identified and ensured adequate daily cleaning, as it is absolutely forbidden to use those intended for students.

## **8. PERSONAL HYGIENE MEASURES**

Each person in the Residence is requested to take all necessary hygienic precautions. Particularly for the hands, which need to be cleaned frequently and thoroughly, suitable detergents are made available such as, for example, specific dispensers with sanitizing liquid placed in easily identifiable places. However, all students are recommended to frequently wash their hands with soap and water. All guests will be provided with specific and thorough information regarding the hygiene rules to be observed.

## **9. PERSONAL SPACE MANAGEMENT**

Without prejudice to the rules in force, depending on the characteristics of the facility and the services available, each Management shall consider whether it is appropriate to have one or more people occupying the rooms. This assessment must also take into account the volume of the room and its ventilation, the interpersonal distance, the management of the available space, as well as paying particular attention to the guests' health state and the possible need for isolation in the face of the onset of any symptoms.

Where there is no frequent periodic cleaning of the rooms (daily, or twice/three times a week), it is advisable for each facility to intensify it. It is also necessary to make all students aware of the hygiene of their room, providing the necessary material for daily cleaning and giving clear instructions on the subject through special information. However, the manager of each facility is recommended to provide for the cleaning and sanitization of the rooms as frequently and carefully as possible.

The presence of shared bathrooms is not an element of particular risk, but it is necessary to strengthen the sanitization service and provide for the presence of tools available to everyone (e.g. soap, gel sanitizer, etc.). It is also necessary that, after each use, each guest is responsible for cleaning the surfaces.

## **10. PERSONAL PROTECTIVE EQUIPMENT**

Within a "closed community" the adoption of hygiene measures is of fundamental and primary importance to ensure personal and community health. Some particular situations may require the use of personal protective equipment. For this reason:

- masks should be used in accordance with current regulations and World Health Organization guidelines;
- if it is not possible to maintain the interpersonal distance greater than one metre - as it is requested - the use of masks and other protective equipment is still necessary;
- even in the absence of symptoms attributable to COVID-19 infection, during the 14 days following the first return to the facility, the use of a mask may be required for movement inside the common areas, as a precautionary measure.

## **11. USE OF COMMON AREAS**

For the use of common spaces (e.g. study rooms, recreation rooms, the library, etc.), it is necessary to provide - where possible - appropriate interpersonal spacing and turnover. Each student is required to contribute to keeping spaces and furniture (e.g.

tables, chairs, etc.) clean, especially when using them. The availability of products for sanitizing hands and the surfaces used is guaranteed.

Particular attention must be paid to the use of shared kitchens, in which each student is responsible for hygiene, proper food storage and careful cleaning of the dishes and utensils used. In the kitchens, cleaning and sanitising service is enhanced and there are tools available to everyone (e.g. dishwashing detergent, sanitising gel, etc.).

Access to refreshment points, beverage and food dispensers must be reduced to the minimum necessary and, in any case, adequately restricted. Before and after the use of the vending machines, it is compulsory to disinfect one's hands with the appropriate hydro-alcoholic solutions present in the premises. The daily cleanliness of the keypads of the beverage and snack vending machines is guaranteed with special detergents.

## **12. USE OF GYMS**

The use of gyms requires special attention because the simultaneous presence of several people, under effort, could be a source of transmission of the virus through sweat, accelerated breathing, etc. For this reason, without prejudice to the regulations in force, the use of gyms is generally not recommended. Following a careful risk assessment, exceptionally, only one person at a time may be allowed to be present, taking all necessary actions to ensure the safety of users (e.g. spacing, ventilation, cleaning, tools sanitising, etc.). In that case, the sanitising spray must be made available to clean the tools before and after use. Entrance to the changing rooms is restricted and it is necessary to maintain the appropriate interpersonal distance of at least 1.5 metres.

## **13. CLEANING AND SANITIZING THE FACILITY**

Daily cleaning and periodic sanitization of the rooms, environments, common and leisure areas are guaranteed, but each person is called upon to contribute to maintaining the cleanliness of the spaces. It is necessary to make each student aware of the hygiene of the spaces, making cleaning materials available and giving clear instructions on the subject through special information. However, it is recommended that the Manager of each facility provides for the cleaning and sanitization of the facility as often as possible.

## **14. ORGANIZATION OF MEETINGS / EVENTS IN FACILITY**

Until further notice, events and face-to-face meetings will be suspended.

## **15. MANAGEMENT OF A SYMPTOMATIC PERSON IN THE FACILITY**

In case a student develops a fever higher than 37.5° and/or symptoms of respiratory infection (e.g. coughing) he/she must immediately report it to the Management. The student must remain isolated in his/her room (or in another room dedicated to him/her), and immediately notify the competent health authorities and the emergency numbers for COVID-19 provided by the Region or the Ministry of Health.

Each facility, depending on the number of students hosted, must guarantee the availability of one or more free rooms dedicated to possible quarantine.

The necessary procedures will be activated for the safe management of meals delivery outside the room door and for the collection of the dishes used. The spaces for exclusive use (e.g. bathroom), how to use personal protective equipment and possible pharmacological therapies will be indicated.

If the person is required to return to his/her home, he/she can only do so using his/her own means of transport.

Any "close contacts" of the person whose swab has been found positive for the COVID-19 will also be identified in order to allow the application of the necessary and appropriate quarantine measures.

#### **16. HEALTH SURVEILLANCE AND SAFETY PROTOCOL UPDATE**

Each facility indicates a reference doctor for the management of the health situation. If there is no established relationship with a specific doctor, it is advisable to identify one with whom to make an agreement, so that he/she can be a reference for the facility in case it is necessary to contact him/her for emergency management, advice and help. Each University Residence must set up a "COVID-19 Committee" composed of the Manager of the Residence, a Doctor (*Medico Competente*) and the Head of the Prevention and Protection Service (RSPP), in order to guarantee the monitoring and application of safety protocols.

## Document 1

**HEALTH CERTIFICATE IN RELATION TO COVID-19 PANDEMIC  
FOR RETURN TO THE UNIVERSITY RESIDENCE**

*[to be completed by the student; questions referred to the declarant relating to the last 30 days]*

I, the undersigned, (Name and Surname) .....

(Fiscal Code) ..... (Matriculation number) .....

- aware of the legal consequences expected in case of false statements;

- being aware of the measures for the containment of Coronavirus contagion in force at the present time, laid down by the provisions currently in force, concerning the limitations on the possibility of movement of natural persons within the entire national territory;

**DECLARE ON MY OWN RESPONSIBILITY THAT**

1	I entered Italy, starting from the fourteenth day before today, after staying in areas at epidemiological risk, as identified by the World Health Organization	<b>YES</b>	<b>NO</b>
2	I have/had suspicious symptoms for COVID-19 infection (e.g. flu symptoms, difficulty breathing or body temperature above 37.5 degrees Celsius) if YES specify symptoms and duration	<b>YES</b>	<b>NO</b>
3	I have/had family members with suspicious symptoms for COVID-19 if YES specify symptoms and duration	<b>YES</b>	<b>NO</b>
4	I live with subjects with suspicious symptoms for COVID-19 if YES specify symptoms and duration	<b>YES</b>	<b>NO</b>
5	I tested positive for COVID-19 if YES specify the date	<b>YES</b>	<b>NO</b>
6	I have/had family members who tested positive for COVID-19 if YES specify the date	<b>YES</b>	<b>NO</b>
7	I live with COVID-19 positive subjects if YES specify the date	<b>YES</b>	<b>NO</b>
8	I was placed in mandatory quarantine for COVID-19. if YES specify when	<b>YES</b>	<b>NO</b>
9	I have had family members in mandatory quarantine for COVID-19 if YES specify when	<b>YES</b>	<b>NO</b>

10	I live with a subject placed in compulsory quarantine	YES	NO
	if YES specify when		
11	I was hospitalized for COVID-19	YES	NO
	if YES specify where and for how long		
12	I have/had relatives hospitalized for COVID-19	YES	NO
	if YES specify where and for how long		
13	I live with people hospitalized for COVID-19	YES	NO
	if YES specify where and for how long		
14	I have family members who died of COVID-19 (suspected or confirmed)	YES	NO
	if YES specify when		
15	I have been living with subjects who died of COVID-19	YES	NO
	if YES specify when		
16	I have been tested for COVID-19 (swab or serological)	YES	NO
	if YES specify which test, when, with what result		
17	I have family members tested for COVID-19	YES	NO
	if YES specify which test, when, with what result		
18	I live with a subject tested for COVID-19	YES	NO
	if YES specify which test, when, with what result		
19	I suffer from chronic pathologies or multimorbidity or have congenital or acquired immune depressive states	YES	NO
	if YES specify, e.g. autoimmune, oncological, other		

**Information on the processing of personal data**

This document has been established to prevent the spread of Coronavirus and to contain the risk of contagion; as a preventive measure, it consents to provide certain information about your health and the processing of personal data including health data.

The data controller is **[TO BE INDICATED]**.

Your data will, in no case, be transferred to third parties, but they will be used exclusively for preventive purposes; they will be stored on site and destroyed at the end of the emergency. You may exercise your rights regarding the processing of your personal data as indicated in the privacy policy on the website of **[TO BE INDICATED]**.

Place and date .....

Student signature

.....

[*General Practitioner's responsibility*]

To the General Practitioner

Dear Doctor,

in accordance with the provisions of the Prime Ministerial Decree of 26 April 2020 and, in particular, bearing in mind:

- Article 1(1)(a), allowing return to one's own domicile, dwelling or residence;
- Article 1(1)(k), which excludes from the suspension of school and higher education attendance, specific training courses in general medicine, courses for doctors in specialist training and the activities of trainees in the health and medical professions;
- Article 1(1)(n), which establishes that in Universities, in Institutions of Higher Education in Music and Choreography and in public research institutions internships, research, experimental and/or didactic laboratory activities and exercises may be carried out and libraries used;
- in full awareness of the health emergency still present in our country and, therefore, in compliance with the provisions contained in the Ordinance of the Ministry of Health of 20 March 2020 on "Further urgent measures on the containment and management of the epidemiological emergency caused by COVID-19, applicable throughout the country", published in the Official Gazette no. 73 of 20 March 2020,

I ASK YOU

to provide an assessment to allow your patient to re-enter the University Residence where he or she lived until the beginning of the health emergency caused by COVID-19.

In view of the fact that, in the face of the current health emergency, our University Residences are managed as "closed communities" and, therefore, the inclusion of external subjects may become a potential risk factor for the spread of contagion, I would like to stress that the final assessment you provide is of fundamental importance to protect the health of your patient, and of all the other people with whom he or she will come into daily contact within the facility.

Thank you for your cooperation.

*The University Residence Management*

[Fill out in block letters]

I, the undersigned Dr .....

General Practitioner of Mr/Mrs .....

On the basis of the above statements made by my client, the information in my possession and the following considerations

.....

.....

.....

EXPRESS THE FOLLOWING ASSESSMENT

**I DO NOT have any contraindications** for the return of my patient to community life at the University Residence where he or she lived until the beginning of the health emergency caused by COVID-19.

**I have contraindications** for the return of my patient to community life at the University Residence where he or she lived until the beginning of the health emergency caused by COVID-19.  
(Specify which ones)

Place and date

.....

Doctor's (readable) signature and stamp

.....

Doctor's telephone number (in case clarifications are needed)

.....

The University Residence reserves the right to admit the student after further study by the reference doctor of the facility.