Guide Lines – Restarting activities

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Organisational Measures

- Social distancing
- Density (max. 2 people to enter labs over 35mq at the same time, but it is highly recommended for there to be only 1 in each room)
- Floors and surfaces must be tidy, to ease cleaning and sanitisation
- Accessibility to structures (authorization to some experimental activities must be guaranteed at least on Saturday morning, and if necessary it must be possible to request access also on Sunday.) Authorization from the Director and notification to the Technical Presidium
- Personal Protective Equipment (PPE)
- Access to services for those who cannot reach SISSA due to the breakout
- Rules for accessing workstations and shared structures (i.e. cleaning procedures)
- Control policies for access to common services (i.e. Culture Rooms policy)
- Measures for travelling to and from SISSA
• How we work in SISSA will have to be modified, and transit routes redesigned to create improved flows between the different environments (eg. “E” staircase downwards and “F” staircase upwards);

• The way of working in SISSA will change and accordingly all the signage will be modified and the labs area will be implemented to make spaces available to allow workers to have filter areas in suitable hygienic sanitary conditions;

• Where possible, offices which have been vacated due to smart working will be reallocated for new necessities (offices, changing rooms, places where to consume meals etc. this is to keep the population density as low as possible...).
Authorisations

• Access to SISSA is allowed only between 8.00-19.00 Mondays to Fridays and between 8.00-13.00 on Saturdays. Authorisation can be granted only for the activities listed below and approved by the Director in the following guidelines for access to SISSA regulation;

• SISSA guarantees the carrying out of non-deferrable activities in the School, and requests that all other activities be carried out from home.
• Educational activities (lectures, exams, PhD discussions) must be carried out online; it is possible to use SISSA’s equipped rooms only as an absolute exception and for valid and proven reasons;
• activities connected to maintenance and functioning of equipment;
• non-deferrable retrieval of essential documents and equipment for study and work from home.

It is important to highlight the fact that all those who are more at risk or feel safer at home, should stay at home.
Guidelines for regulating access

• The authorization is to be considered valid only if the applicant is in possession of the other access requirements. In addition, for access purposes, the authorized person must have completed the self-assessment declaration for returning to work.
Statement

• workers already tested positive for COVID-19 infection will be admitted to SISSA only after submission of medical documentation proving the COVID-19 negative tampon, released by the Local Prevention Department, according to the medical provisions;

• should the worker be aware to have been in contact in the previous 14 days with someone tested for suspected symptomatic COVID-19 case/tested COVID-19 positive/confirmed COVID-19 disease, he/she has to report it in the Questionnaire; accordingly to the provisions of the national and regional authorities. The Questionnaire will give indications about what to do: stay at home and do not access SISSA. Contact the Medical Authorities by calling your general practitioner or family doctor or the emergency number 112. SISSA will contact the worker via mail/phone to give support and provide any necessary information.
• If you have a fever and / or respiratory symptoms (cough, sore throat, cold), you must NOT access SISSA, but contact your general practitioner, to define with him/her the diagnosis and / or the behaviour to adopt regarding any communications with the Health Authorities.

• The applicant will declare that s/he has read the communications relating to the correct behaviour to follow to prevent the spread of the Coronavirus infection and will inform SISSA immediately in the event that even one of these conditions changes.

• The questionnaire is mandatory before entering the school. It needs to be filled out again only when/if changes in the personal context occur.
Sanctioning system

• a) the first non-compliance with the above provisions determines a verbal warning. In cases of repeated ill behaviour the minimum sanction of a written warning will be issued;

• b) in case of ill behaviour that nullifies the contagion limitation measures, the person will be invited to leave the site and future access will be limited. It will decide the length of the suspension period;

• c) behaviour that endangers personal safety or the safety of others’ will see further disciplinary sanctions.
Scientific supervisors remain in charge of their staff/students, unless they formally designate someone else to carry out their duties, which, as established by art. 19 of Legislative Decree 81/08, and modifications thereof, include the following:

- Ensure individual workers respect the legal obligations regarding the COVID-19 emergency, as well as the provisions put in place by SISSA, regarding health and safety at work and the use of both collective, and personal protective equipment which has been made available. In case of persistent non-compliance, the supervisors must inform their direct superiors;

- request compliance with the countermeasures ordered in the event of incidents related to the COVID-19 emergency.
Arrival with own vehicle

• As far as possible, the use of cars must only include the driver; where this is not possible, the occupants must wear suitable masks or PPE.
• During vehicle use, it is advised to open the car windows rather than use air conditioning and especially not the air recirculation function.
• These limits do not apply if the means are used only by people living together.
• It is recommended to arrive between 08.00 and 08.30 in order not to create gatherings with those who use the private shuttle.
Arrival by SISSA shuttle

• Those authorized to use the service must be equipped with a mask and gloves. In case of necessity, disposable gloves will be provided by the bus company. Please put them on before boarding. A sign saying “SISSA”, will be visible on the vehicle, to make it immediately recognizable.

• The P.I. of each group will collect the travel information regarding each member of his/her team and send a file to Massimo Righi or Jessica Franzot. (It will soon be possible to send this information online.)

• There are three possible timetables for the shuttle:
  – A 8.00-R 13.00
  – A 8.00-R 18.00
  – A 13.00-R 18.00
Workers will arrive in SISSA already wearing their own personal mask (it is mandatory to wear a mask when leaving your home).
Arrival by public transport

• Considering that it is recommended to avoid the use of public transportation, for those who normally use the local bus to reach SISSA, a private shuttle bus service has been organized.
• The shuttle will be available to those without other means of transport.
• People with their own vehicle are invited to use it to reach SISSA.
Parking

SISSA recommends that workers

• do not form groups in the parking areas and outside the school.
• The use of the garage lifts is prohibited (except for those who are unable to use the stairs).

• Inside the building, the use of lifts A, D, E and F is prohibited. Lifts B and C may be used by 1 person at a time, but this use is highly discouraged.
How to enter the School

It will be possible to access the School exclusively through the main entrance on the zero floor. Indications will be given to make hand sanitizers, masks and gloves available at the entrance. Signs will probably be put in place to explain the procedures to be followed once inside the building.
Entry in SISSA will be allowed only during the 2 specific time slots (8am-10am and 1pm-3pm) in order to allow the measurement of body temperature (which requires the presence of dedicated staff at the reception). Be punctual! You will not be able to access the SISSA outside of these times!
Please be patient
Presumably short queues will form

Only occupy the right lane with respect to your direction of travel, keeping the safety distance not less than 1 m from any other people.
Enter only if the area is free from other people.
Indications will be given to render hand sanitizers, masks and gloves available at the entrance.

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Hands cleansing stations

- Wash your hands (even if gloves are worn) at the entrance with the available hydro-alcoholic solution, with the correct sequence of gestures repeated for at least 30 seconds.
• Avoid forming groups upon entering and exiting the building. Respect the safe distance!
• Enter the foyer only if it is free;
• Wash your hands with the available hydroalcoholic solution;
• Go to the reception desk for the body temperature check, making sure to stay on the right-hand side and to maintain a safety distance of no less than 1 m from any other people present.
Body Temperature

• Only for the duration of the COVID-19 emergency, anyone who intends to access the School must have his/her temperature measured. It is first necessary to agree to the policy on the processing of personal data.

• The service will be carried out from Monday to Friday, only in the specific entry time slots: from 8.00 to 10.00 and from 13.00 to 15.00. On Saturday from 8.00 to 09.00.
Body Temperature - procedure

• The operator involved must wear an FFP2 protection mask, disposable gloves, safety glasses and a disposable lab coat.

• The measurement of the temperature is carried out in a dedicated area at the reception desk, indicated by signs on the floor.

• The temperature reading will be collected by the operator, who will try to maintain the maximum distance possible by using an extended arm to reach the person’s forehead.
Normal Body Temperature

• If the measurement result does not exceed the 37° Celsius threshold, the person can access SISSA. A surgical mask will be provided by the school.

• The operator will verify the correct use of the mask and the compliance with the safety distance of at least 1 m between people before, during and after the body temperature check.
Higher than Normal Temperature

• **Body Temperature between 37.1c and 37.4c:** the person is asked to wait for a few minutes for the measurement to be repeated, for a maximum of 3 times.

• **Body Temperature between 37.1-37.5c**
If the values continue to fall within this range the person must declare if he/she has flu symptoms (coughing, sneezing, sore throat, conjunctival redness, arthralgias, malaise): if the answer is affirmative even for only one of the symptoms, then, the measures indicated in the next point are applied. Recommendations foresee that the person should stay at home, continue to check their temperature and telephonically contact their local GP.
If the temperature threshold is exceeded, the measurement is repeated (if necessary, the person is asked to wipe his/her forehead).

If the data is confirmed, the person is provided with a surgical mask (in case the one worn is not suitable) and invited to isolate him/herself temporarily in the reception room. Access to SISSA will be denied.

The person is invited to return home, avoiding any further contact with other people. The person must not go to the First Aid Emergency Department, but, as said, must contact his/her family doctor by phone for further indications.
Registration of entry and exit

Everyone is required to:

• sign upon entering and exiting SISSA;
Withdraw the surgical mask

- change your mask with the one provided at the entrance (in case you will not reuse your mask, it must be thrown in the dedicated basket), wash your hands with the available hydroalcoholic solution and wear the mask provided.
How to use the surgical mask

collect and wear the surgical mask provided
Eligible for access (1)

- if the mask you were wearing upon arrival is not reusable, it must be disposed of in the bin indicated.
The staggering in two entry and exit time slots, limits the chances of crowding during clocking in and out.
Eligible for access (2)

In order to enter SISSA, it is necessary to fill in a return-to-work declaration online. Since access to SISSA is not allowed without it, it is also possible to do it upon arrival (not to be made the rule – please fill out beforehand!).
Transit mode in the School premises
(1)

• Once the mask is in place, continue to enter SISSA. Use the badge reader located on the right-hand side, in the relative lane, then proceed using the indicated staircase “C” or the “C” lift, one at a time, if really necessary.

• Changing areas and bathrooms: their use is regulated in order to avoid crowding.
We recall that movement inside the building must be kept to a minimum. When it is necessary, use the routes indicated and always wear a mask.

• In the toilets, along the corridors and stairs, since the distance of at least one meter cannot always be guaranteed, the use of a mask is prescribed.

• Whenever toilets are used, it is recommended that gloves are removed, hands washed, masks removed, hands washed.

• Therefore gloves, masks and other protective devices must be replaced, if provided.
Transit mode in the School premises (3)

People accessing the labs must ALWAYS wear a protective lab coat and gloves (as well as normal PPE required by the experimental activities carried out).
Moving in Common Areas

• Movement in common areas will be regulated by appropriate signs that will indicate the maximum number of people who may be present in the room, in proportion to its size.
Good Hygiene Practices

• It is mandatory that everyone present in the School takes all the hygienic precautions possible, especially with respect to keeping hands clean.

• The frequent washing of hands, with soap and water, is believed to be the most effective way of contrasting the personal contagion from COVID-19.

• When it is not possible to use soap and water, SISSA will provide hand sanitisers which will be placed in easily visible places such as in the entrance of the School and in the areas of greatest transit and permanence.
Management of waste potentially contaminated with coronavirus

- Near each disinfection station, a 60l black PPE container is located, intended exclusively for the containment of waste potentially contaminated by Coronavirus, such as paper fabrics, masks and gloves. Disposal of common waste is prohibited in these bins.
- Used fabrics or other materials must be discarded in this container immediately after use and then lid must be used to close them (do not push the lid, just put it down!).
- This waste will be collected by the cleaning staff, who must be provided with, and wear appropriate PPE (masks, gloves and aprons).
- The cleaning staff will collect the bag from the container and place it inside a second bag using disposable gloves, it is recommended to close the bags well without crushing or squeezing them, and then to dispose of them in the appropriate containers for mixed, non recyclable urban collection.
Cleaning and sanitation services

• Everyone is required to disinfect and sanitize their own work station with the special detergents supplied, at each start and end of the shift: paying particular attention to their telephone, mouse, keyboard and touch screens. The disinfectant products can also be used on chairs and on all those surfaces that may come into contact with the workers’ breath.
Catering services

• The use of the bar and canteen will be granted in compliance with the safety distances and the predisposed arrangements for the spaces and seats. In any case, it must always be ensured that the distance between people is strictly greater than one meter.

• To discourage the formation of groups at the vending machines, the movements to the various floors must be limited as much as possible and the concentration of people at the machine must not exceed two.
Catering services

- The timetable will be from 9.30am to 3pm.
- The bar will have access to a limited number of people at a time, who will still have to consume outside.
- The canteen is currently closed, but cold meals will be provided.
- Meals, as well as sandwiches/salads must be booked through the canteen website, or by email (ristobar@sissa.it) the previous day or by 9am on the same day.
- Meals must be picked up at the self-desk from 11.30am to 2pm.
- The sandwiches and salads at the bar by 3 p.m.
- Everything will be provided in disposable containers, to be consumed outside the room.
- It can not be consumed inside.
- Water dispensers, microwave ovens and bathrooms can not be used.
- Always pay attention to the risk of relaxing controlled behaviors, as mealtimes tend naturally to do this. The distancing in the canteen will be the same as for the other jobs in SISSA and the canteen areas will also be sanitized after use.
Ventilation systems

• At least 6 air changes per hour are guaranteed in all laboratories, so leaving about 15 minutes between one shift and another should ensure air exchange.

• Common meeting rooms or offices have 4 exchange per hour, an air exchange must be provided at least every hour by opening windows for 15-20 minutes.
Social Distancing

For each of the frequented areas (for example: entrance hall, changing rooms and toilets, laboratories, break area, canteen, smoking area, lifts) the maximum number of people who can be present will be defined, based on the availability of equipment for the prevention of contagion, available space, time spent and the activity carried out. It is current practice, as recommended by the government, to limit the number of personnel present, in order to maintain the minimum interpersonal distance of:

• 1 meter in transit areas (corridors) to enable higher density;
• 2 meters in "critical" areas where people may not be wearing a mask (break areas, canteen, smoking areas) to permit lower density and avoid “close contact”.

To prevent the formation of crowds through the planning of scheduled accesses and work shifts.
Social Distancing

PERSONAL SPACE

Keep at least 1 metre distance between yourself and the others
Social Distancing

- Definition of 'close contact': closed environment (e.g. office) distance less than 2 m for duration longer than 15 minutes.
- People who do not PARK and therefore do not have continuous use of the room (for example, those who only have to make a meeting) are allowed and are not counted.
- Corridors or passing areas are considered places where you have a distance of less than 1 m, but where the duration of the crossing is less than 15 minutes.
Use of Personal Protective Equipment

• The standard mask for everyone is a Type I "surgical mask", a device for preventing the transmission of contagion, or filter masks whose effectiveness will have been guaranteed by a new protocol in collaboration with the Higher Institute of Health.

• If necessary, only in specific cases, the use of personal protective equipment FFP2 / FFP3, gloves and hair caps are envisaged (laboratory staff, personnel involved with the detection of body temperature, reception, front-office, emergency teams, etc.).
Use of Personal Protective Equipment

• At least one FFP2 filter mask without a valve is needed per day, or at least 2 Surgical Masks; *The mask provided must be worn covering the nose and mouth, making it adhere perfectly to the nose by adjusting the nose clip;*
• Disposable latex, vinyl or nitrile gloves, at least three pairs per day;
• Sanitising hand gel for personal hygiene.
Exit Procedure from the Building

To exit the School the use of the main access gate, located at floor +0 (Reception) is allowed as follows:

• Come downstairs using the staircase «B» (or lift “B” one at a time, if really necessary), then use the badge reader located on your right-hand side and keep to the relative lane;

• Only occupy the right lane with respect to your direction of travel, and remember to keep the safety distance of no less than 1 m from any other people present;

• Occupy the entry hall only if free;

• If you need to approach the reception desk, please respect the distancing signs placed on the floor.

Alternatively, exit is permitted through the door on level +2 (porch), keeping the safety distance of no less than 1 m from any other people to go to the A2 building.
Thank for the attention

SITE SAFETY

- Wash your hands regularly
- Avoid contact
- Keep a safe distance of at least 1 metre
- Avoid touching your face
- Cough or sneeze into the crease of the elbow or in a tissue
- Stay at home if you are ill