GSSI PROTOCOL FOR THE CONTAINMENT OF THE SPREAD OF COVID-19

INFORMATION

The Institute, through the most suitable and effective methods, informs all employees and whomever enters the Institute about the provisions issued by the Authorities, by distributing and/or posting information brochures at the entrance and in the most visible places of the premises.

“Covid-19 Emergency INFO-POINTS” have been organized at the entrance of each building to provide for regularly updated information brochures, certificates of sanitization of the premises, Regional Orders and National Authorities decrees.

All the Info-Points offer the same information, except that in the “Student House”, which includes additional information given the mode of use of the facility (housing).

In all the “INFO-POINTS”/Receptions, strips have been positioned on the floor in order to keep a safe distance, and transparent protective plexiglass panels have been placed on the reception desks.

ENTRANCE PROCEDURE

Before entering the workplace, Staff must fill in the self-assessment form weekly, in compliance with the provisions stated in the latest Legislative Decrees.

Before allowing access, the Reception service will check that the compilation of the above-mentioned document does not conflict with the regulatory requirements (otherwise the GSSI representatives will be contacted).

The form contains information such as:

1) Building; 2) date; 3) compilation time

For future verifications, such information will be cross-checked with the information on the entry registers in order to find the declarant.

The preservation of the records should be carried out by using locked cabinets/drawers (in each Reception desk) for the entire emergency period (the daily entry forms and the self-assessment forms will be kept separately).

Staff must have their body temperature measured before entering the workplace. If the temperature is over 37.5 degrees, access will not be allowed.

Such people will be temporarily isolated and provided with face masks; they must not go to the Emergency Room and/or to the facility infirmaries, but they must immediately contact their general practitioner and follow his/her instructions.

According to the architectural composition of the buildings, the following dedicated areas have been identified for possible isolation:

- Rectorate_Computer Lab_-1 floor;
- Ex Isef_Main Lecture Hall_Ground floor (access control for the Mariani and Del Vecchio buildings is also carried out in this building).

For buildings without a Reception, the entrance procedure will be as follows:

- In the Mariani building, entrance is ensured using the intercom. Before entering, users should go to Ex Isef Reception to fill in the self-assessment form on a weekly basis and for the daily body temperature control (information signs regarding the entry procedure are in the main entrances);
- The Del Vecchio Open Space will follow the same procedure. Since there is no intercom, access is ensured with a badge (the building is equipped with electrified doors, without a Reception at the entrance; also in this case, information signs regarding the entry procedure are in the main entrances). In order to raise the interest of the people working in the Del Vecchio Open Space, the Reception Service will also promote in person the procedure to the PhD students (2nd e 4th year). In this specific case, due to the type of infrastructure, in order to guarantee the successful outcome of the procedure, the collaboration of the Open Space users is necessary.

ACCESS TO EXTERNAL SUPPLIERS PROCEDURE

Before accessing the facilities, suppliers must fill-in the self-assessment form on a weekly basis in compliance with the provisions stated in the latest Legislative Decrees in addition to having their body temperature measured. If the temperature is over 37.5 degrees, access will not be allowed.

Entry, transit and exit procedures have been identified for access of external suppliers through established processes, routes, and timings in order to reduce contacts with the staff in the offices. The organizational measures are agreed with each Reception by virtue of the different logistic structure of the Halls in the various GSSI facilities (in the Student House and the Rectorate, the use of the intercom should be preferred for the deliveries/taking charge to be carried out near the main entrances).

The rules of this Protocol are extended to the contracted companies that may establish permanent and temporary offices and building sites within the office of the Institute.

Dedicated toilet facilities have been identified for suppliers/carriers and/or other external staff thus forbidding the use of the employees’ toilets, ensuring an adequate daily cleaning.

The dedicated toilet facilities are identified as follows:
Rectorate: -1 floor _ Ex Isef: +1 floor _ Mariani: -2 floor _ Student House: hall
They can be identified thanks to the corresponding signs.

CLEANING AND SANITIZATION

Daily cleaning and a periodic sanitization of the rooms, environments, workstations, and the common areas is ensured.
The premises have been cleaned and sanitized according to the provisions of the circular no. 5443 of February 22, 2020 of the Ministry of Health and have been ventilated as well (the Certifications are available at each Info-Point).

In all front offices and Open Spaces, sanitizing bottles for surfaces are at the GSSI users’ disposal if they want an extra self-service cleaning of their own workstation. The bottle must be returned at the end of the working day.

We request the cleaning service to refill the bottles daily for the self-service cleaning of surfaces in addition to their regular daily sanitization.

We recommend that the cleaning service (in the morning) and the Reception service (in the afternoon) check the adequate ventilation of the common premises (open windows for air recirculation frequently).

PERSONAL HYGIENE PRECAUTIONS

It is mandatory that all the people in the Institute take all the hygienic precautions, especially for the hands.

Frequent hand cleaning with soap and water is recommended.

For this purpose, the Institute provides suitable hand cleaning means, which are accessible to the entire GSSI community thanks to specific dispensers located in easily identifiable points with dedicated signs.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Face masks must be worn in compliance with the provisions of the World Health Organization.

Due to the emergency situation, in case of supply difficulties and in order to avoid the spread of the virus, it is possible to use face mask types corresponding to the indications of the health authority.

The use of a surgical mask is provided for all workers who share common areas as regulated also by the LDL no. 9 (art. 34) combined with LD no. 18 (art. 16 c.1).

The PPE will be handed in to the Reception desks in a graduated mode, as follows:

- Rectorate_all the staff with an officially assigned office in the building;
- Student House_all the first year PhD students (domiciled and not) at the Grand Hotel and the third year PhD students who have a workstation in the Open Space;
- Ex Isef_all the staff with an officially assigned office in either one of the buildings, Ex Isef, Mariani and the second year PhD students with a workstation in the Del Vecchio Open Space.

The PPE will be given in a closed GSSI envelope. Inside you will find a face mask, a data sheet, and instructions for the sanitization.

The user must sign the PPE acceptance form which will be kept first at the reception of each building and on a weekly basis, will be handed in to the Technical Area.

The Reception service will have a shared excel file, which is subdivided by buildings, where all the consignments of the PPE to GSSI community will be gradually integrated.
ORGANIZATION

In the transition phase, remote work will be encouraged by working from home.
Remote work will continue to be preferred also in the progressive phase of recovery as it is a useful and adjustable prevention tool.
Most of the technical-administrative activities will continue to be carried out in remote work, therefore the requests shall always be submitted by e-mail avoiding going on sites.
A shift plan of employees will be guaranteed in order to minimize contacts.
Spaces have been rearranged according to the distance measures. All this is indicated with adequate signs.

(Images of signs in the premises)

In areas where more users work together, innovative solutions have been found such as the rearrangement of workstations, providing the reduction of the maximum number of people present in the workplace (compared to ordinary numbers). A shift plan of the workstations has been provided for, obviously with adequate distance measures, use of the PPE and the constant ventilation of the premises.
The maximum number of people on the sign out of each room must be respected. Once reached the capacity, the access of other users is no longer ensured.
In compliance with the social distance and aggregation rules, the activities provided for in the Prime Ministerial Decree of April 26, 2020 art. 1, c.n) are “research and experimental laboratory and /or
didactic activities and exercises, as well as the use of libraries is allowed providing that prevention and protection measures are implemented, being contextualized to higher educations and research…”

*It is necessary to respect social distancing in addition to the use of PPE.*

**COMMON AREAS MANAGEMENT**

Access to common areas is restricted to a reduced time, providing a constant ventilation of the premises within the common areas, keeping the safe distance of 1 meter with other people. It is forbidden to gather. Time and maximum number of people allowed on the signs out of each room should be respected.

*It is necessary to respect social distancing in addition to the use of PPE.*

**INTERNAL MOVEMENTS AND MEETINGS**

Movements within the Institute sites must be limited to the minimum and in compliance with the administration indications. Face-to-face meetings are not allowed. Where these are characterized by the nature of necessity and urgency, in the impossibility of remote connection, the participation must be reduced to a minimum and, in any case, with interpersonal distancing, ban of gathering, use of PPE in addition to an adequate cleaning/ventilation of the premises.

**MANAGEMENT OF A SYNTOMATIC PERSON IN THE INSTITUTE SITES**

In case a person in the Institute develops fever and symptoms of respiratory infection such as cough, fever sensation, rhinitis and cold, sore throat, joint pain, diarrhea, lack of smell or taste perceptions, breathing difficulty, must immediately declare the symptoms to the General Management. It will be necessary to proceed with the isolation of this person based on the provisions of the health authority and that of other people in the premises.

The Institute will immediately notify the competent health authorities and the emergency numbers for COVID-19 provided by the Region or by the Ministry of Health.

ASL 1- Avezzano-Sulmona – L’Aquila : 118, 800 169 326

Ministry of Health: 1500

The GSSI collaborates with the Health Authorities for the definition of any "close contacts" of a person present in the institute who has been tested positive for COVID-19. This is to allow authorities to apply the necessary and appropriate quarantine measures. During the investigation period, the Institute may ask any possible close contacts to leave the premises as a precaution, according to the indications of the Health Authority. At the time of isolation (at the premises listed above), the user must immediately be equipped, if not already, with a surgical mask.
**Management of employees with symptoms at work**

Anyone complaining for symptoms suggestive of a Covid-19 suspect should contact the Director General.

The Director alerts the person in charge of measuring the body temperature with the thermometer supplied by the Institute, after wearing the PPE and making the person wear the surgical mask and gloves.

Temperature > 37.5°C

- **NO**
  - Goes back to work
  - **END**

- **YES**
  - Cold or rhinitis, dry cough, conjunctivitis, lack of smell or taste perceptions, sore throat, breathing difficulties.
  - The rescuer accompanies the person in the dedicated premise and alerts both the Director and the Health Authority Director.
  - The Health Authority confirms the case as suspect Covid-19.
  - The Director follows the Health Authority indications and proceeds with the identification of the close contacts.

Ordinary management of a person who is not feeling well.
The present document represents an annex of the Risk Assessment Document updated on March 20, 2020 in addition to the planimetric documents (Annex 1) which includes the expected social distancing in the following premises:

- Rectorate;
- Ex Isef;
- Mariani;
- Del Vecchio Open Space;
- Student House Open Space.

The present document is shared with the Qualified Physician, the Head of the Prevention and Protection Service and the Representative for Workers’ Safety.

Employer The Rector Prof. Eugenio Coccia

Qualified Physician Dott. Paolo Evangelista

H.P.P.S. Dott. Arch. Pietro Farinosi

R.W.S. Dott. Enrico Di Berardino

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