



**"INFORMATION CONCERNING THE ADOPTION, BY THE UNIVERSITY OF GASTRONOMIC SCIENCES, OF THE  
COMPANY PROTOCOL REGULATING THE MEASURES FOR THE COMBAT AND CONTAINMENT OF THE  
SPREAD OF THE VIRUS COVID-19 IN THE WORKPLACE"**

Dear Students, Dear Instructors,

In order to minimize the possibility of contagion from COVID-19 during the access to the University of Gastronomic Sciences (from now on, also "the University" or "UNISG") and the attendance in the presence of the lectures, we are all called to cooperate with civic sense and to respect the rules agreed by Government and Social Parties in order to counter the spread of contagion.

The University of Gastronomic Sciences, in compliance with the DPCM of April 26, 2020 as amended and the DPCM of August 07, 2020, has drawn up a security protocol against the spread of the Covid-19 virus in the University and in the workplace.

**The following is a description of the peculiar characteristics of COVID-19: knowing them helps to understand the reason for the prevention and protection measures implemented and established by both the Government and the University, as well as the measures to be taken at the University during its stay, until the end of the emergency.**

### COVID-19

As known, SARS-CoV-2 is a newly developed virus, so its characteristics are not yet fully known. As an example, there is still no vaccine and the scientific community has not uniquely validated data on infectivity or severity of the consequences. The disease caused by the virus is Covid-19.

The most common symptoms of Covid-19 in the general population are: fever, chills, dry cough, breathing difficulties, sudden loss of sense of smell (anosmia) or decreased sense of smell (hyposmia), loss of taste (ageusia) or alteration of taste (dysgeusia), rhinorrhoea/nasal congestion, pharyngodinia, diarrhoea (ECDC, July 31, 2020). These symptoms are generally mild and start gradually. In the most severe cases, the infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Some people become infected but do not develop any symptoms (asymptomatic). Symptoms are usually mild, especially in children and young adults, with a slow onset. About 1 in 5 people with Covid-19 become seriously ill and have breathing difficulties. Elderly people and those with underlying diseases such as hypertension, heart problems or diabetes and immunodepressed patients (due to congenital or acquired disease or under treatment with immunosuppressive drugs, transplanted) are more likely to develop serious forms of disease. These are considered "fragile" or at-risk groups.

The incubation period represents the time lapse between infection and the development of clinical symptoms, currently estimated to vary between 2 and 11 days, up to a maximum of 14 days.

The new Coronavirus is a respiratory virus that spreads mainly through close contact with a sick person. The primary route is the droplets present in human breath (droplets or fluxes) of infected people transferred through, for example:

- saliva, coughing and sneezing;
- personal direct contacts;
- hands, e.g. touching with contaminated (not yet washed) mouth, nose or eyes.



**It is therefore a priority to limit social contacts, maintaining interpersonal distances of at least 1 meter (better 1.5 meters) and using protective masks: these measures in fact reduce the probability that the droplets from the breath of infected people come into contact with sensitive parts of our body, both directly (eyes, nose and mouth) and indirectly (contact of eyes, nose and mouth with infected hands).**

The main route of transmission of the virus, according to WHO, according to the available data, is close contact with symptomatic people. It is believed that, although in rare cases, people in the prodromal stages of the disease, and therefore with no or very mild symptoms, can transmit the virus. **It is therefore important to stay home even in the presence of initial mild symptoms.**

Further information about COVID-19 can be found from **official and authoritative sources** such as the website of the Ministry of Health on the following page and those linked to it: <http://www.salute.gov.it/nuovocoronavirus>

As per the Anti-accounting Security Protocol drawn up by the University of Gastronomic Sciences, last updated on 08/09/2020, the points of the Protocol are summarized below, as far as your interest is concerned. We invite you to read it, to adhere to the rules and to commit yourselves to comply with the provisions contained therein.

## GENERAL RULES

The University of Gastronomic Sciences informs that:

A **contact person from the University Covid-19** ([comitato\\_covid@unisg.it](mailto:comitato_covid@unisg.it)) has been appointed to act as a contact between the University and the public health services and to monitor the situation at UNISG.

The University COVID-19 reference people who are responsible for coordination with ASL-SISP territorially competent, as indicated in the ISS COVID-19 Report no. 58/2020 "Operational indications for the management of cases and outbreaks of SARS-CoV-2 in schools and children's education services Version of August 21, 2020", are as follows:

Sandon Roberta (COVID-19 Contact Coordinator) - Security Officer, Cascina Albertina and General Services Manager

Bonino Massimo (Substitute referent COVID-19) - RLS of Ateneo, Cascina Albertina, General Services Office.

- The University has also appointed first aid workers to manage a symptomatic subject within the University. The COVID contact person and/or first aid staff can also be reached by contacting the Academic and Registrar Office ([segreteria@unisg.it](mailto:segreteria@unisg.it)) or the General Services Office ([servizi\\_generali@unisg.it](mailto:servizi_generali@unisg.it)).
- **Those who test positive for the virus or are subjected to quarantine or isolation measures must remain at home and not enter the University.**
- It is forbidden to enter and stay at the University **in case of fever (over 37.5 °C) or other flu symptoms, as well as** if you have had close contact in the last 14 days with people who have tested positive for Covid-19. It is therefore important to measure your body temperature independently BEFORE leaving your home to go to the University, and to stay at home if the temperature exceeds 37.5 °C.
- You are required to promptly and responsibly inform the University COVID-19 reference people of the presence of fever (over 37.5 °C), of any symptom of influenza if it occurs during the attendance of classes or during the stay inside the University, taking care to stay at a suitable distance from the people present waiting for the activation of the procedures for the management of a symptomatic case (eg. the intervention of first aid workers).



- You are required to undertake to comply with all the provisions of the Authorities and the University of Gastronomic Sciences in entering the University and in carrying out the activities of study and attendance of lessons (in particular, keep a safe distance, keep the mask, observe the rules of hygiene of hands and behave correctly in terms of hygiene and cleanliness). See the Ministerial Brochure "Hygiene and Sanitation Measures" (Appendix 2).
- The University ensures that all people present at the University have the opportunity to use sanitizing gel (or other products of equivalent effectiveness) with simplicity and with the frequency deemed appropriate.
- All members of the community are invited to install on their smartphone the IMMUNI application, created to help combat the spread of the virus.
- We remind you that, when moving around, an interpersonal distance of at least one meter must be respected and groupings must be avoided.

## ORIGIN, RETURN OR TRAVEL FROM COUNTRIES AT RISK

We inform you that the authorities have issued regulations to regulate the return to Italy from foreign countries at risk, the complete list of which can be found on the website [www.salute.gov.it](http://www.salute.gov.it) or [www.regione.piemonte.it](http://www.regione.piemonte.it) where all the operating procedures are indicated and further updates may appear.

## PERSONAL PROTECTIVE EQUIPMENT

- It is mandatory to wear a surgical or community mask as provided for by the DPCM August 07, 2020, when accessing the site, as well as during travel within the University and in all situations where it is not possible to maintain the interpersonal distance of 1 meter.
- The masks must be in good working condition and used correctly.
- In the event you have forgotten or broken your mask, contact the General Services Office.
- For the disposal of waste, maintain the usual procedures in force in the area in which garbage collection takes place, and continuing to recycle. Used handkerchiefs, masks and disposable gloves should be thrown into the container for undifferentiated waste (trash).
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## AIRING, CLEANING AND SANITIZING ENVIRONMENTS

The University guarantees:

- Suitable procedures for cleaning and sanitizing within all environments/equipment/furniture that, together with interpersonal spacing, can prevent the spread of the virus. These operations are carried out with a periodicity such as to maintain the healthiness of the environments.
- An adequate rate of ventilation and air exchange inside the rooms.
- A daily cleaning and sanitization of classrooms and stations, toilets, etc..
- That if any subject who tested positive at COVID-19 was in the University in the 7 days prior to the discovery of positivity, then it will provide an extraordinary sanitization of the environments and areas where the positive subject has transited/stayed.

## ACCESSING UNIVERSITY FACILITIES

- Entry to the University is subject to the signing of a self-declaration form in which you undertake to comply with the measures of prevention and protection against contagion: such as, for example, the measurement of body temperature, refraining from entering the University in the cases provided



- (e.g. quarantine or fiduciary isolation, coming from areas at risk, etc..), timely communications to the University in case of onset of flu symptoms or fever.
- The day before first accessing UNISG facilities, electronically send the self-certification (Attachment 1) to the email address [committee\\_covid@unisg.it](mailto:committee_covid@unisg.it) with [segreteria@unisg.it](mailto:segreteria@unisg.it) in cc.
  - Entry into the University only allowed for:
    - Participating in academic activities;
    - Attending academic seminars and accessing the study rooms, garden, library;
    - Any other usual activity as long as it does not involve groupings, except for what is officially allowed.
  - Information leaflets have been placed at the entrance of the headquarters that outline behaviours, precautions and conduct in line with the principles of interpersonal distancing, the strengthening of personal hygiene measures (use of dispensers with hydroalcoholic solutions), the reduction of opportunities for gatherings.
  - The University reserves the right to take temperature measurements (by sample) using a digital remote thermometer. **In order to protect personal privacy, no data related to the temperature value will be recorded; if the temperature exceeds 37.5°, the person will be removed.**
  - Entrance inside the University is allowed only to students wearing surgical or common masks.
  - It is obligatory to use the gates dedicated exclusively to the entrance and exit of the University for the purpose of splitting the flows in correspondence of these areas. Sanitizing gel is available in these areas. Appropriate informational signs have been prepared to encourage their use. In case of queues or waiting, it is mandatory to maintain a 1-meter inter-personal distance.

## GENERAL MEASURES

When carrying out on-site activities, you will have to comply with the general measures and in addition:

- Proceed with hand washing using the hydroalcoholic solution present at the entrance of each classroom/laboratory.
- When you are in the university common areas (corridors, entrances, exits, break areas, toilets, access queue to specific toilets or classrooms, etc.), during internal circulation, in and out, always wear a mask to protect your nose and mouth.
- Respect the dedicated ways of entry and exit explicitly indicated by signs, avoiding any grouping and respecting the interpersonal distancing.
- Respect the maximum capacity of the classroom and how to use it.
- Maintain interpersonal distances of at least 1 meter (possibly 1.5 meters) when passing through common areas and corridors.
- Position yourself exclusively at locations that do not bear the “do-not-stand-here” sign. It is suggested, during the day of attendance of the lessons, to always occupy the same session where there is no change of classroom.
- Avoid using the elevator when moving around inside and outside the classroom or, where necessary, do so within the interpersonal distance.
- The mask can only be removed during the lesson, when seated and in respect of interpersonal distance.
- Windows may be opened (even in the presence of air conditioning) in order to ventilate the rooms naturally. Tamper with the air conditioners in order to increase the flow rate is strictly forbidden.



- Respect the rules of conduct and personal hygiene. In this case, it is VERY IMPORTANT to wash your hands frequently.
- Avoid touching your face or mask with your hands.
- Place waste (paper handkerchiefs, masks, etc.) in the undifferentiated collection container (garbage).

## ORGANIZATION OF LESSONS

- The University has exceptionally made attendance of academic activities optional. Instructors will be able to organize their lessons independently in compliance with mandatory requirements (e.g. maximum classroom capacity, use of PPE, distance learning, delineated paths, usable sessions, etc.);
- Each lecturer will have to make a daily Quick Presences survey of actual attendance in the classroom and not remotely, exclusively for security issues related to the COVID-19 protocol;
- The textbooks will be distributed directly in the classroom by the administrative staff in order to avoid queues and gatherings by students for their recovery.
- The instructor is required to enforce the mandatory requirements to all students during the lesson
- The instructor is required to inform the Academic and Registrar Office in case there are guests who must comply with all the rules for access to the University, also completing the self-declaration.
- In order to ensure maximum inclusion to and for all students, in-person academic activities can also be followed remotely, as they will be recorded and made available on the e-learning platform of the University.

## REGULATIONS FOR ACCESS TO THE LIBRARY AND READING / CONSULTATION ROOM

- Access allowed only upon **reservation** via Doodle;
- **Authorized subjects** to access the Library and the reading / consultation room:
  - Students;
  - Faculty or contract teaching staff;
  - Administrative staff.
- Access will be allowed only after verification of the booking through Doodle.
- The subjects who enter the premises are required to **wear type II facemasks for medical use (surgical masks) for the duration of the activities** pursuant to UNI EN 14683: 2019 or equivalent pursuant to art. 34 paragraph 3 of Legislative Decree 02/03/2020
- Opening hours and reservation procedures

	Days	Schedule	Maximum number of entries
Library Check-out	Mon - Fri	10.00 A.M. - 5.00 P.M.	As per the displayed signs



<b>Reading and Consultation Room</b>	Mon - Fri	10.00 A.M. - 5.00 P.M.	Maximum 26 seats available
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#### PREVENTION MEASURES

➤ **Entrance to the library and reading room:**

- Before entering the University:
  - ✓ The day before first accessing UNISG facilities, electronically **send the self-certification (Attachment 1.)** to the email address [comitato\\_covid@unisg.it](mailto:comitato_covid@unisg.it) with [segreteria@unisg.it](mailto:segreteria@unisg.it) in cc.
- Before entering the premises:
  - ✓ **Review the sign** posted at the entrance indicating the behaviors to follow to prevent contagion;
  - ✓ **Sanitize your hands** using the sanitizing product available at the library entrance door,  
  
*or*  
**Wash your hands thoroughly prior to entering** at the bathrooms adjacent to the entrance to the reading room;
  - ✓ **Put on your face mask** for medical use (surgical mask).
- Access:
  - ✓ **1 entry at a time**, avoiding groups;
  - ✓ Respect the **minimum distance of 1.5 meters**, both standing and sitting;
  - ✓ **Position yourself** only in places without the do-not-stand-here sign.

➤ **Collection / return of books on loan and / or consultation**

- Collect and return volumes **without any physical contact**;
- **Sanitize and / or wash your hands** thoroughly before and after handling the checked out and / or consulted volumes.

#### REGULATIONS FOR ACCESS TO THE ACADEMIC GARDEN

- Access allowed only upon **reservation** via Doodle
- **Authorized subjects** who may access the academic garden:
- Students;
  - Faculty or contract teaching staff;
  - Administrative staff.
- Persons who access the academic garden are required **to wear Type II facemasks for medical use (surgical masks) for the duration of the activities** pursuant to UNI EN 14683: 2019 or equivalent pursuant to art. 34 paragraph 3 of Legislative Decree 02/03/2020, unless the minimum distance of 1 meter is respected.



➤ Opening hours and reservation procedures:

	Days	Schedule	Maximum number of entries
<b>Vegetable Garden</b>	Mon - Sat	Morning 8 A.M. -11 A.M.	– Maximum 10 people
	Mon - Fri	Afternoon 3 P.M. – 6 P.M.	– Maximum 10 people

### PREVENTION MEASURES

➤ **Entrance to the vegetable garden**

- Before entering the University:
  - ✓ The day before first accessing UNISG facilities, electronically **send the self-certification (Attachment 1.)** to the email address [comitato\\_covid@unisg.it](mailto:comitato_covid@unisg.it) with [segreteria@unisg.it](mailto:segreteria@unisg.it) in cc.
- Before entering the academic garden:
  - ✓ **Review** the sign posted at the entrance indicating the behaviors to follow to prevent contagion;
  - ✓ **Sanitize your hands** using the sanitizing product available at the entrance;
  - ✓ **Put on your face mask** for medical use (surgical mask).
- Access to the vegetable garden:
  - ✓ **1 entry at a time**, avoiding groups;
  - ✓ Respect the **minimum distance** of 1 meter.

### REGULATION OF ACCESS TO GRADUATION SESSIONS

- Only undergraduates who have **completed the online registration process**, and therefore requested graduation through the Academic and Registrar Office, and then received the **relative authorization** to attend the in-person graduation session, may participate.
- **Authorized subjects** to access the classroom where the thesis discussion and the final proclamation are held:
- Examining committee;
  - Graduating student engaged in the thesis defense;
  - Administrative staff providing technical support;
  - Other UNISG students/candidate's family members as long as the maximum capacity of the classroom as required by current regulations is respected.

### PREVENTION MEASURES

- Accessing University facilities:
- Before entering the University:





- ✓ The day before first accessing UNISG facilities, electronically send the **self-certification (Attachment 1)** to the email address [comitato\\_covid@unisg.it](mailto:comitato_covid@unisg.it) with [segreteria@unisg.it](mailto:segreteria@unisg.it) in cc.
- Entrance to the classroom for the graduation session and the final proclamation:
  - Before entering the classroom:
    - ✓ **Review the sign** posted at the entrance indicating the behaviors to follow to prevent contagion;
    - ✓ **Sanitize your hands** using the sanitizing product available at the entrance door;
    - ✓ **Put on your face mask** for medical use (surgical mask);
  - Access to the classroom:
    - ✓ **Enter 1 at a time** from the entrance indicated by staff;
      - **avoid** creating groups;
      - **respect** the indications provided by staff at the entrance;
    - ✓ **Respect the minimum distance of 1 meter**;
    - ✓ **Position yourself** only in places without the do-not-stand-here sign;
    - ✓ Graduating students have the right to remove their masks only for the period necessary for the thesis defense.
  - On leaving the classroom:
    - ✓ **Exit 1 at a time**, from the exit indicated by the employees
      - **avoiding gatherings**;
      - **respect** the indications provided by the exit staff.
    - ✓ **Sanitize your hands** using the sanitizing product available at the exit door;
    - ✓ **Respect the minimum distance of 1 meter**, even in the spaces outside the classroom.

## ACCESS REGULATIONS AT THE IN-PERSON EXAM SESSION

- Only candidates who have completed the online registration process for the session, and are therefore registered, can take part in the in-person examination session.
- **Authorized subjects** to access the classroom where the exam takes place:
  - Examining committee;
  - Candidate undertaking the exam;
  - Administrative staff providing technical support;
  - Other UNISG students as long as the maximum capacity of the classroom as required by current regulations is respected.

## PREVENTION MEASURES

- Accessing University facilities:





- Before entering the University:
  - ✓ The day before first accessing UNISG facilities, electronically **send the self-certification (Attachment 1.)** to the email address [comitato\\_covid@unisg.it](mailto:comitato_covid@unisg.it) with [segreteria@unisg.it](mailto:segreteria@unisg.it) in cc.
- Entering the exam classroom:
  - Before entering the classroom:
    - ✓ **Review the sign** posted at the entrance indicating the behaviors to follow to prevent contagion;
    - ✓ **Sanitize your hands** using the sanitizing product available at the University;
    - ✓ **Put on the face mask** in accordance with current regulations
  - Access to the classroom:
    - ✓ **Log in** using the signposted entrances **avoiding gatherings**;
    - ✓ **Respect** the indications **provided by the signs**;
    - ✓ **Take a seat** exclusively in the spots without the “do-not-sit-here” prohibition sign;
    - ✓ Candidates have the right to remove their masks only for the period necessary for the oral exam session only if safe distancing is respected.
  - Upon leaving the classroom:
    - ✓ **Exit 1 at a time**, from the exit indicated **avoiding gatherings**;
    - ✓ **Sanitize your hands** using the sanitizing product available at the University;
    - ✓ Respect the **minimum distance** of 1 meter, even in the spaces outside the classroom.

## POLLLENZO FOOD LAB

- Access allowed only with the presence of the **academic staff**
- **Persons authorized** to access the laboratory
  - Students;
  - Faculty or contract teaching staff;
  - Administrative staff.

### PREVENTION MEASURES

- Accessing University facilities:
  - Before entering the University:
    - ✓ The day before first accessing UNISG facilities, electronically **send the self-certification (Attachment 1.)** to the email address [comitato\\_covid@unisg.it](mailto:comitato_covid@unisg.it) with [segreteria@unisg.it](mailto:segreteria@unisg.it) in cc.
- Entering the classroom:
  - Before entering the classroom:



- ✓ **Review the sign** posted at the entrance indicating the behaviors to follow to prevent contagion;
- ✓ **Sanitize your hands** using the sanitizing product available at the University;
- ✓ **Put on the face mask** in accordance with current regulations.
- Access to the classroom:
  - ✓ **Log in** using the signposted entrances **avoiding gatherings**;
  - ✓ **Respect** the indications **provided by the signs**;
  - ✓ **Take a seat** exclusively in the spots without the “do-not-sit-here” prohibition sign;
  - ✓ The student has the right to take off the mask only when sitting at the desk in the classroom if the safety distance is respected, while when working at the workstations it is necessary to wear the uniform, the mask and respect the safety distance.
- Upon leaving the classroom:
  - ✓ **Exit 1 at a time**, from the exit indicated **avoiding gatherings**;
  - ✓ **Sanitize your hands** using the sanitizing product available at the University;
  - ✓ Respect the **minimum distance** of 1 meter, even in the spaces outside the classroom

## SENSORY LAB

- Access allowed only with the presence of the **academic staff**
- **Persons authorized** to access the laboratory
  - Students
  - Faculty or contract teaching staff
  - Administrative staff

### PREVENTION MEASURES

- Accessing University facilities:
  - Before entering the University:
    - ✓ The day before first accessing UNISG facilities, electronically **send the self-certification (Attachment 1.)** to the email address [comitato\\_covid@unisg.it](mailto:comitato_covid@unisg.it) with [segreteria@unisg.it](mailto:segreteria@unisg.it) in cc.
- Entering the Sensory Lab:
  - Before entering the Sensory Lab:
    - ✓ **Review the sign** posted at the entrance indicating the behaviors to follow to prevent contagion;
    - ✓ **Sanitize your hands** using the sanitizing product available at the University;
    - ✓ **Put on the facemask** in accordance with current regulations.



- Access to the Sensory Lab:
  - ✓ **Log in** using the signposted entrances **avoiding gatherings**;
  - ✓ **Respect** the indications **provided by the signs**;
  - ✓ **Take a seat** exclusively in the spots without the “do-not-sit-here” prohibition sign;
  - ✓ The student has the right to take off the mask only when sitting at the desk in the classroom if the safety distance is respected, while when working at the workstations it is necessary to wear the uniform, the mask and respect the safety distance.
- Upon leaving the Sensory Lab:
  - ✓ **Exit 1 at a time**, from the exit indicated **avoiding gatherings**;
  - ✓ **Sanitize your hands** using the sanitizing product available at the University;
  - ✓ Respect the **minimum distance** of 1 meter, even in the spaces outside the classroom

## ORGANIZATION OF ACADEMIC TABLES

- The consumption of meals in the spaces that comprise the Academic Tables Dining Hall is suspended;
- The service of booking, preparation and delivery of meals has been activated in its place;
- The delivery of meals will take place in take-away mode, setting up a station dedicated to picking up the reserved meal, which must be consumed outside the premises of the Academic Tables;
- Inbound and outbound flows, such as queue spacing, are properly regulated and indicated;
- The use of the break/restaurant areas is allowed, but only for the time strictly necessary to purchase food and drink; only the maximum number of people indicated by the relevant signs may access the facilities at any one time;
- Students waiting their turn must always maintain a safe distance of at least 1 meter;
- The use of masks is mandatory in these areas (even in the presence of an interpersonal distance of 1 meter);
- Avoid the sharing bottles and glasses;
- Consumption of food and drink is allowed inside the classroom or in the external areas exclusively, and only in homogeneous groups (e.g.: students in the same classroom, roommates, etc.); other types, or larger gatherings, are forbidden.

## BATHROOM ORGANIZATION

- Bathrooms may be used, provided that the time inside is limited to what is strictly necessary;
- Follow the instructions provided on the signs at the entrance to the bathrooms;
- In case of queuing, wait your turn respecting the interpersonal distance of at least 1 meter.

## AT-RISK STUDENTS

A circular of the Ministries of Labour and Health states that "the greater risk found in higher age groups of the population must be understood in conjunction with the presence of comorbidities (i.e. the coexistence of several diseases) that can lead to a condition of higher risk. In practice, it is not enough to be over 55 years of age to feel at-risk and ask to be exempted from certain activities.

The circular notes that the most consolidated data have highlighted a number of aspects:



- the risk of Sars-Cov contagion is not significantly different in the different working age groups; 96.1% of the deceased had one or more comorbidities and precisely 13.9% had one disease, 20.4% two diseases, 61.8% had three or more;
- the most frequent pathologies were represented by chronic degenerative diseases affecting the cardiovascular, respiratory and renal systems and by dysmetabolic diseases;
- the increasing trend in the incidence of mortality with increasing age is correlated to the higher prevalence of these diseases in the higher age groups;
- in addition to these diseases, other diseases have been found in the immune system and oncology not necessarily correlated with increasing age.

The concept of fragility, therefore, "should be identified in those conditions of the health status of the worker compared to pre-existing pathologies that could determine, in case of infection, a more serious or ominous outcome. ... The personal and health characteristics of the worker and the possible condition of fragility are therefore not autonomous but rather co-dependent".

- The protection of at-risk students is guaranteed, in collaboration with the socio-sanitary structures, family medicine and the associations that represent them. The active supervision of these students must be concerted between the University's contact person for COVID-19 and the Prevention Department, in agreement with the primary care physicians. It is therefore necessary to ensure greater prevention through the early identification of cases of COVID-19.
- Check with your general practitioner whether you are at-risk and whether it is advisable to refrain from attending in the presence or if further caution is necessary.

## ACADEMIC STAFF WITH AT-RISK CONDITIONS

- The "EXCEPTIONAL HEALTH SURVEILLANCE" is insured at the request of the worker concerned, through the competent doctor, for "workers most exposed to the risk of contagion, in relation to age or risk condition deriving from immunosuppression, also from Covid-19 pathology, or from the results of oncological pathologies or from the performance of life-saving therapies or in any case from morbidity that may characterize a higher risk" according to the provisions of art. 83 of Legislative Decree 19/05/2020 n.34. converted into Law 17/07/2020, n.77.
- The academic staff must be willing to voluntarily undergo serological tests before the resumption of university activities according to the circular of the Ministry of Health of 07/08/2020.

## WHAT TO DO IN THE PRESENCE OF SYMPTOMS?

- High awareness is required regarding the importance of early detection of any symptoms/sign of COVID-19 or any close contact with a confirmed COVID-19 case.
- You are requested to send timely communication to the COVID-19 contact person.

### *PRESENCE OF SYMPTOMS AT HOME*

Those who show an increase in body temperature above 37.5 °C or a symptom compatible with COVID-19 at home, must:



- Remain at home and in no case go to the University;
- Inform the Family Doctor (international students may, if they feel so, request support from the Academic and Registrar Office);
- Take the diagnostic test required by your primary care physician and follow the instructions of the health authorities;
- Wait for the outcome of the diagnostic test;
- Communicate any absence for positivity to the COVID-19 University contact person in accordance with the following provisions, facilitating the search for close contacts.

### *PRESENCE OF SYMPTOMS AT THE UNIVERSITY*

In case the student presents an increase in body temperature above 37.5 °C or a symptom compatible with COVID-19 at the University, he must:

- Promptly notify the University COVID-19 contact person (also through the Academic and Registrar Office) of the onset of symptoms compatible with COVID-19;
- Stay calm: do not get agitated;
- Wait for the arrival of the first aid staff and keep your distance from anyone present;
- Facilitate and do not obstruct the staff during the procedure of handling a symptomatic case:
  - move subjects away from the area and isolate them;
  - take their body temperature;
  - place a surgical mask on the symptomatic subject;
  - the use of a surgical mask for anyone who comes into contact with the suspect case (including any accompanying persons);
  - If the surgical mask is missing, respect proper respiratory etiquette (cough and sneeze directly on a paper tissue or towel or in the crease of your elbow);
- Contact your family doctor for clinical evaluation (telephone triage) of the case, possibly supported by the Academic and Registrar Office in case of non-Italian subjects;
- Take the diagnostic test required by your primary care physician and follow the instructions of the health authorities;
- Wait for the outcome of the diagnostic test;
- Communicate any absence of positivity to the COVID-19 University contact person in accordance with the following provisions, facilitating the search for close contacts.

### *IN CASE OF POSITIVITY*

- Collaborate with the University and the Department of Prevention to facilitate the search for close contacts.
- For the return to the community, it will be necessary to wait for clinical recovery to occur (i.e. the total absence of symptoms). Confirmation of successful recovery requires two swabs to be taken 24 hours apart. If both swabs are negative, the person can be considered cured, otherwise the isolation will continue. The COVID-19 contact person should provide the Department of Prevention with a list of classmates and confirmed case teachers who have been in contact in the 48 hours prior to the onset of symptoms. The close contacts identified by the Prevention Department with the usual contact tracing activities, will generally be placed in solitary confinement for 14 days from the date of the last contact with the confirmed case. The Prevention Department will decide the most suitable



strategy for any screening of staff and students. A certificate will be prepared that the student can return to the University since the diagnostic-therapeutic and prevention path for COVID-19 has been followed and as provided by national and regional documents.

#### *IN CASE OF NEGATIVITY*

- Follow the directions of your physician and stay at home until clinically cured.

#### *IN CASE OF CLOSE CONTACT WITH A POSITIVE*

- Those identified by the Prevention Department as close contacts in a confirmed COVID-19 case will have to comply with the Prevention Department quarantine requirement within 14 days after the last known exposure.
- In the case of close contact (absence of direct contact with the confirmed positive case), there is no precaution to be taken unless the close contact of the case is subsequently positive to any diagnostic tests ordered by the Prevention Department and the Prevention Department has established a possible exposure.

### NUMBERS AND USEFUL CONTACTS

Office	Name	Phone	Email
University contact person COVID	Roberta Sandon	0172/458568	<a href="mailto:r.sandon@unisg.it">r.sandon@unisg.it</a>
University contact person COVID (substitute)	Massimo Bonino	0172/458508	<a href="mailto:m.bonino@unisg.it">m.bonino@unisg.it</a>
COVID Committee	-	-	<a href="mailto:comitato_covid@unisg.it">comitato_covid@unisg.it</a>
Academic and Registrar Office	-	0172/458501	<a href="mailto:segreteria@unisg.it">segreteria@unisg.it</a>

### FURTHER INDICATIONS

Any request for clarification of the above-mentioned contents can be addressed to the COVID-19 University contact person Roberta Sandon ([r.sandon@unisg.it](mailto:r.sandon@unisg.it)), to her substitute, Massimo Bonino ([m.bonino@unisg.it](mailto:m.bonino@unisg.it)) and in copy to the Academic and Registrar Office ([segreteria@unisg.it](mailto:segreteria@unisg.it)) and to the COVID-19 committee ([comitato\\_covid@unisg.it](mailto:comitato_covid@unisg.it)).

We remind you that you are all required to cooperate and respect the implementation of the above provisions in order to contain the contagion.

This information must be returned to us signed before the beginning of the lessons in order to read, understand and accept the contents, including the Attachments, electronically to the email address of the Academic and Registrar Office ([segreteria@unisg.it](mailto:segreteria@unisg.it)) and in copy to the COVID-19 committee ([comitato\\_covid@unisg.it](mailto:comitato_covid@unisg.it)).



University of Gastronomic Sciences  
Università degli Studi  
di Scienze Gastronomiche

We thank you for your collaboration.

For viewing, understanding and acceptance of the contents

The student/The instructor .....





**Self-declaration on the absence of qualified risk as a suspected or full-blown case of  
Coronavirus COVID-19**

I, the undersigned First Name \_\_\_\_\_  
Last Name \_\_\_\_\_ born in \_\_\_\_\_ on \_\_\_\_\_ Italian Fiscal Code  
\_\_\_\_\_ as [1] an employee of the University of Gastronomic Sciences [2]  
student / user / supplier / collaborator of the University of Gastronomic Sciences [3] other (e.g. visitors,  
transporters, carriers, couriers, contractors), pursuant to article 47 of Presidential Decree 445/2000, am  
aware of the responsibility I may face in case of false declarations.

*Having taken note of the information on the processing of personal data for the evaluation of one's access to  
the site, to the premises, to the offices of the undersigned organization or to other places in any case referable  
to the latter, during the emergency period due to COVID-19,*

**I DECLARE UNDER MY OWN RESPONSIBILITY**

- to immediately report any changes in my state of health as well as any variations to that which is  
declared below in this self-declaration;
- to not have experienced symptoms of respiratory infection and/or fever (a temperature above 37.5 °  
C) either currently or in the last few days;
- to not be currently subjected to quarantine measures or fiduciary home isolation with or without health  
surveillance in accordance with the legislation in force;
- to not have tested positive for the COVID-19 virus (where testing occurred);
- to not having had close contact with individuals who have tested positive for the COVID-19 virus in the  
workplace or outside the workplace in the last 14 days<sup>1</sup>;
- to not have travelled in at-risk areas and countries as defined by the Decrees of the President of the  
Council of Ministers or the ordinances of the Ministry of Health in the last 14 days, or, if not the case, to  
have fulfilled the obligations established by national legislation<sup>2</sup>;
- to be aware of the behavioral measures currently in force aimed at combatting and containing the  
contagion;

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<sup>1</sup> Close contact with a possible or confirmed case is defined (according to Ministry of Health Circular 0006360-27 / 02/2020) as:

- a person living in the same house as a COVID-19 case;
- a person who has had direct physical contact with a COVID-19 case (e.g. handshake);
- a person who has had unprotected direct contact with the secretions of a COVID-19 case (for example, touching used handkerchiefs with bare hands);
- a person who had direct (face-to-face) contact with a case of COVID-19, less than 2 meters away and lasting longer than 15 minutes;
- a person who has been in a closed environment (e.g. classroom, meeting room, hospital waiting room) with a case of COVID-19 for at least 15 minutes, at a distance of less than 2 meters;
- a healthcare professional or other person who provides direct assistance to COVID-19 cases or laboratory staff involved in handling samples of COVID-19 cases without using the recommended PPE or using unsuitable PPE;
- a person who has traveled by plane sitting in either of the two adjacent seats, in any direction, from a COVID-19 case, travel companions or assistance personnel and crew members assigned to the section of the plane where the indicated case was sitting.

<sup>2</sup> If you have stayed or passed through countries for which a molecular or antigen test is required to be carried out with a swab, that you have carried out this test and that this is negative; alternatively, to have reported to local health authorities and/or to have concluded the mandated period of fiduciary isolation.



- to be committed to respecting the correct behaviors for the containment of the spread of COVID-19 and the measures ordered by the relevant authorities and by the University (in particular, safe distancing and general hygiene guidelines);

#### **AND UNDERTAKES TO**

- promptly and responsibly inform the Academic and Registrar Office and one of the first aid staff of the University of Gastronomic Sciences (the names for whom are displayed on University bulletin boards and here following) of the presence of any flu-like symptoms I might be experiencing during the performance of work-related duties or simply my mere presence inside the premises, taking care to remain at a distance from the people present and immediately wearing the appropriate devices (mask);

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Signed by First and Last Name) \_\_\_\_\_

#### **First Aid Staff**

##### **AGENZIA DI POLLENZO**

ALLOCCO RICCARDO [Coordinator]

CORVO PAOLO

FERRARINI PAOLO

CUSMANO RAIMONDO

FERNANDEZ VERONICA MARIA

GRISOTTO ANDREA

HALLET ROWAN ALEXANDRA

PAGELLA PIETRO

##### **CASCINA ALBERTINA**

SANDON ROBERTA [Coordinator]

BONINO MASSIMO

MOCCIA GABRIELE

GASPARI DAVIDE

WOLINSKY CHARLES

##### **POLLENZO FOOD LAB**

CAROL POVIGNA [Coordinator]

NAHUEL BURACCO

##### **TAVOLE ACCADEMICHE**

VERA MARTIN [Coordinator]

SUSENNA MARCELLA



## ORTO DIDATTICO

ALEX TARAN

### **INFORMATION FOR WORKERS, USERS, SUPPLIERS, COLLABORATORS, CUSTOMERS AND OTHER IDENTIFIED AND / OR IDENTIFIABLE THIRD PARTIES - EMERGENCY MANAGEMENT COVID-19**

#### **ARTICLES 13-14 OF EU REG. 2016/679**

The information is a general obligation that must be fulfilled before or at the most when initiating the direct collection of personal data. Pursuant to the General Regulation for the Protection of Personal Data of Natural Persons (GDPR - EU Reg. 2016/679), the undersigned organization, Data Controller, informs of the following.

#### **Sources and categories of personal data**

The personal data held by the undersigned organization are collected directly from the interested parties and supplied directly by them.

This information concerns common personal data, such as:

- personal data (first name, last name and fiscal code), contact details (home, telephone number, e-mail address);

and further information also belonging to particular categories relating to the state of health and otherwise, such as:

- data relating to the body temperature of the person concerned, detected or certified by the same to an extent not exceeding or above 37.5 ° C;
- health information, coronavirus symptoms (e.g. cough, difficulty breathing, etc.);
- data relating to any quarantine or fiduciary isolation, with or without health surveillance, to which the interested party is subjected;
- physical presence data at specific places at epidemiological risk over a specific time interval;
- information on cases that are notable, suspected of contagion, contagion, pertaining to at-risk individuals, informative, cases of contact with third parties, situations of risk and danger, etc.

The personal data being processed refer to:

- the workers of the undersigned organization. With respect to these interested parties, this statement supplements the one already provided for the processing of personal data functional to the establishment and execution of the employment relationship;
- to customers, suppliers, carriers, contractors, visitor collaborators and any other third party authorized to access the site, the premises and offices of the undersigned organization or other places, in any case referable to the latter.

#### **Purposes and legal bases of the treatment**

Personal data are processed in the context of the COVID-19 emergency, in execution of the anti-contagion security protocol of 14 March 2020 and subsequent amendments (as supplemented by the update of April 24, 2020) adopted pursuant to art. 1, no. 7, lett. d) of the Prime Ministerial Decree of March 11, 2020, according to the following purposes (for each of which the legal basis is indicated in brackets by reference to the articles of the GDPR):

- a) purposes related to obligations established by laws (e.g. in the field of health and safety in the workplace for prevention of contagion from COVID-19), as well as by provisions issued by authorities legitimated by the law also for the relevant public interest in the public health sector (such as disease control and other health threats) during the coronavirus emergency (GDPR artt. 6 co. 1 let. ce 9 co. 2 lett. b, g, i);



- b) purposes of prevention of contagion, measures of combat and containment of COVID-19 (GDPR art. 6 co. 1 let. de 9 co. 2 lett. g, i);
- c) purposes of preventive medicine or occupational medicine, assessment of the employee's working capacity, diagnosis, assistance or health or social therapy or management of health or social systems and services on the basis of Union or national law (GDPR art. 9 co. 2 letter h);
- d) assessment of whether or not to allow workers, customers, suppliers or third parties access to the site, premises, offices of the undersigned organization or to other places, in any case referable to the latter during the emergency period from COVID-19 (GDPR articles . 6 co. 1 let. C, de 9 co. 2 lett. B, g, i).

#### **Consequences of refusing to provide data**

The provision of data collected from the interested party is essential for the objective of processing it for the purposes of letters a), b), c) and d). In the event that the interested parties do not communicate their indispensable data and do not allow treatment thereof, it will not be possible to proceed with the implementation and implementation of the combat and containment measures for COVID-19 and to follow up on the obligations established by laws as well as by provisions given by the competent authorities in the context of the activities to combat and contain the contagion from COVID-19.

The provision of data is necessary to access the site, the premises and offices of the undersigned organization or other places in any case referable to the latter.

In case of failure to provide, or incomplete or incorrect data, including those belonging to particular categories, or when a risk emerges from the data provided, we reserve the right to deny access.

#### **Data processing methods**

Data processing means their collection, registration, organization, storage, processing, modification, cancellation and destruction or the combination of two or more of these operations. In relation to the aforementioned purposes, the processing of personal data is occasional (in reference to the emergency period COVID-19) and takes place with paper means, using manual, IT and telematic tools, including automated, designed to store and manage the data, with logic strictly related to the purposes themselves and, in any case, in order to guarantee security and confidentiality; personal data will therefore be processed in compliance with the methods indicated in art. 5 EU Reg. 2016/679, which requires, among other things, that the data are processed in a lawful and correct manner, collected and recorded for specific, explicit and legitimate, exact purposes, and, if necessary, updated, relevant, complete and not exceeding the purposes of the processing, in compliance with the fundamental rights and freedoms, as well as the dignity of the interested party with particular reference to confidentiality and personal identity, through protection and security measures. The undersigned organization has prepared and will further improve the data access and storage security system by means of protective and safety measures.

#### **Extra EU treatments**

The treatment will take place in Italy and the EU.

#### **Retention period**

Personal data will be kept for as long as the purposes of the processing continue and for the entire duration of the COVID-19 emergency. Once the purposes have ceased and the retention period has elapsed, they are destroyed, without prejudice to the reasons for defending a right in judicial or administrative proceedings (e.g. INAIL investigation, ASL, etc.).

#### **Categories of interested parties**

The data (only the indispensable ones) are communicated:

- a) to those processing the data and those supervising them, both internal to the interested organization and external, who perform specific tasks and operations;



- b) in the cases and subjects required by law (e.g. in the event of a request by the Health Authority for retracing links to any close contacts of the interested party that has tested positive for COVID-19);

The recipients of the data referred to in case b) will use them as independent Data Controllers. The data will not be disclosed unless otherwise provided by law.

#### **Rights of the interested party**

At any time you can: exercise your rights (access, rectification, cancellation, limitation, mobility, opposition, absence of automated decision-making processes) when required against the data controller, pursuant to articles from 15 to 22 of the GDPR (shown at the bottom); propose a complaint to the Guarantor ([www.garanteprivacy.it](http://www.garanteprivacy.it)); if the treatment is based on consent, revoke this consent given, taking into account that the withdrawal of consent does not affect the lawfulness of the treatment based on consent before the revocation.

#### **Contact details**

The data controller is the University of Gastronomic Sciences

The Data Protection Officer is Ing. Bonsignori Massimiliano

The company headquarters is located in Piazza Vittorio Emanuele, 9 - 12042 Frazione Pollenzo - Bra (CN)

The company contact details are: telephone 0172-458514 / 534; fax 0172458550; e-mail [privacy@unisg.it](mailto:privacy@unisg.it)

The complete list of data processors is available upon request.



## ANNEX 2 - Hygiene and sanitary measures

1. Wash your hands often.
2. Avoid close contact with people suffering from acute respiratory infections.
3. Avoid hugs and handshakes.
4. Maintain, in social contacts, an interpersonal distance of at least one meter.
5. Practice respiratory hygiene (sneeze and/or cough in a handkerchief avoiding hand contact with respiratory secretions).
6. Avoid promiscuous use of bottles and glasses, especially during sports activities.
7. Do not touch your eyes, nose and mouth with your hands.
8. Cover your nose and mouth if you sneeze or cough.
9. Do not take antiviral drugs or antibiotics unless prescribed by your doctor.
10. Clean surfaces with chlorine or alcohol-based disinfectants.
11. It is strongly recommended in all social contacts to use respiratory protection as an additional measure to other personal hygiene protection measures.
12. The use of IMMUNI App is recommended to facilitate contact tracing.