

COVID-19 Phase 3: Rules for students and external staff

C006_S rev. 04 – December 10, 2020

Updates compared to rev. 03 issued on September 23, 2020 are in red.

The spread of COVID-19 depends on our behaviour!

1. If your body temperature is above 37.5°C (99.5 F): **you must stay at home!**
2. If you have respiratory symptoms (cold, cough, etc.): **you must stay at home!**
3. **In case of acute smell or taste loss or altered sense of taste, you must stay at home!**
4. If you have had contact with people positive for COVID-19 in the last 14 days: **you must stay at home!**
5. If you are quarantining or self-isolating: **you must stay at home!**

If the above cases do not occur, and you need to access Sapienza, **please follow the prevention and protection measures thoroughly :**

- **always book** your mandatory educational activities;
- **fill in the daily self-certification** before entering Sapienza;
- **use face masks** in indoor places open to the public;
- **sanitise your hands when you enter** each Sapienza building with the hand sanitiser provided, and wash your hands frequently using soap and water for 40 seconds; if the soap is not available, use hydroalcoholic solutions;
- **avoid close and prolonged contact** with people during activities, and keep a distance of at least 1 metre (2 metres or 6.562 ft, where possible);
- **keep a distance of at least 1 metre** (2 metres or 6.562 ft, where possible) in all social situations; avoid hugs, handshakes and direct physical contact with other people;
- **avoid touching** your eyes, nose or mouth with unwashed hands;
- **cover your mouth and nose with the hollow of your elbow or with a handkerchief** when coughing or sneezing, avoiding hand contact with respiratory secretions;
- **throw your tissues away** into the undifferentiated waste bin, once used, and **wash your hands immediately** afterwards;
- pay particular attention **to surface hygiene**;
- avoid sharing **bottles and glasses**;
- **warn our staff**, should any flu or respiratory symptoms occur during your stay at the University; in this case wear a face mask and keep your distance from those present, while the necessary coordination with the health authority takes place;
- **respect the safety signs** and the entrance and exit routes indicated;
- **observe all the rules defined by the competent authorities** for the COVID-19 emergency;
- **do not take antiviral drugs and antibiotics** unless prescribed by a doctor.

Reducing social distancing and removing face masks must be avoided at all costs; eating meals in the same room or area, together with colleagues or other people, indoors or outdoors must be avoided.

Face masks must be worn at all times when commuting to and from Sapienza, whether by public transport or in a car with other non-cohabitants.

Measures must be observed responsibly and carefully. Do not go to Sapienza if you have COVID-19 symptoms.

Each student has the personal responsibility to comply with all the instructions contained in this document.

Sapienza reserves the right to remove students who do not comply with the above indications. Sapienza reserves the right to prevent, as a precautionary measure, access to in-person activities to students who do not comply with the above indications putting their own and others' health at risk.

Students have to show, on request, to the security guards, professors or Sapienza staff (recognisable by their identification badge):

- their ID;
- their reservation for in-person lectures;
- any reservation for other educational activities (internships, libraries, exams, etc.).

Students are also required to read the document C008/20 - "Phase 3: Vademecum on prevention and protection measures for classroom teaching activities" (in Italian) thoroughly, available at www.uniroma1.it/covid-sapienza, and to follow the rules therein.

Students are also required to show the security staff, Professors or Sapienza staff (recognisable by their ID badge), on request:

- their ID card;
- their reservation for educational activities (lectures, tests, internships, libraries, exams, etc.).

Professors and all Sapienza staff are required to ensure that Students comply with the indications listed in this document and with the other prevention and protection measures provided for, and are also required to report any incorrect behaviour by students.

Common spaces

Particular attention must be paid when accessing common areas (refreshment areas, changing rooms, etc.).

It is necessary to regulate access to these areas in order to avoid the presence of more than one person, and more generally, groups and situations that do not allow the maintenance of the mandatory interpersonal distances.

The time spent in these rooms must be reduced to a minimum.

Follow these guidelines to access the vending machines:

- avoid crowds;
- sanitise your hands before entering the site using the sanitisers located outside the area;
- consume your purchases away from other people;
- access the dispensing area one person at a time.

Reducing social distancing and removing face masks must be avoided at all costs; eating meals in the same room or area, together with colleagues or other people, indoors or outdoors must be avoided.

All users must respect the health and safety measures provided for.

Corridors, stairs, elevators, lobbies and transit areas

It is necessary to respect interpersonal distances and all the measures in this document when using corridors, stairs, lobbies and other transit areas.

In corridors, stairs and narrow places, everyone's responsibility is to wait for them to be cleared before using them. If it is not physically possible to avoid proximity when walking in lobbies and corridors, please reduce the time to a minimum and avoid facing the person you are approaching.

In case of actual need, the elevators should preferably be used by one person at a time, and in any case reducing the number of people to observe the minimum interpersonal distance of 2 metres, even when entering and exiting them.

Face masks

According to the regulations in force, face masks must be used in all indoor spaces open to the public and outdoors in all situations.

As a rule, the face mask should be replaced daily. If it gets wet or damaged, it must be replaced promptly.

The mask used by presumably healthy people must be taken home, or disposed of in dedicated containers near the building exit.

As a general rule, all situations during which interpersonal distances can be reduced or face masks removed should be avoided, even outdoors.

Gloves

Washing your hands frequently with soap and water, or with hydroalcoholic solutions, is certainly the most effective measure to control the risk of infection for COVID-19.

Using gloves does not replace washing your hands frequently with soap, as already stated on the documents available on our COVID-19 web page.

If you prefer to use gloves, you need to sanitise them when entering buildings and classrooms, just like you would do with your hands.

Once used, the gloves must be taken off without contact with the outer part and **disposed** of in dedicated containers near the buildings's exit.

Hand sanitisers

It should be noted that washing hands with soap, according to the Ministry of Health's guidelines, **and available on the COVID-19 web page**, is an important and effective way to combat contagion.

Using hand sanitisers, where availability is scarce, should be reserved for those situations where it is impossible to wash hands with soap.