

## INFORMATION SHEET FOR WORKERS WHO HAVE HAD HIGH-RISK CONTACT (CLOSE CONTACT) WITH COVID 19- CONFIRMED CASES

Dear Worker,

You have been found to be at **high risk (close contact)**<sup>1</sup> with a confirmed case of SARS-CoV-2. We are asking you to take specific actions and follow certain recommendations to protect your and other people's health.

Following close contact, according to what is established in the Circulars of the Ministry of Health 5443-22/02/2020, no. 36254-11/08/2021 and no. 60136-30/12/2021, regarding the management of close contacts negative to the test, you are required as soon as possible to contact your General Practitioner or the regional toll-free number 800 118 800 who will notify your case to the Servizio di Igiene e Sanità Pubblica (SISP) of your ASL of reference. **The SISP will ascertain the need to activate the quarantine procedure and monitor your health conditions, which varies according to your vaccination status.**

Specifically, if you fall into one of the following cases:

- **you have already had a booster dose;**
- **you completed your primary vaccination less than 120 days (4 months) ago**
- **you had COVID-19 less than 120 days ago (4 months).**

YOU DO NOT NEED TO QUARANTINE

However, you are asked to observe the following rules:

- monitor carefully for symptoms for 5 days after contact. In case of symptoms, please get tested (antigenic or molecular swab) as soon as possible, contact your doctor who may order a self-isolation period until the results; if symptoms persist, even if the previous swab was negative, please get tested again five days after contact;
- for up to 10 (ten) days after the last positive contact, FFP2 face masks must be used.

If you have **not yet had a booster dose and you fall into one of the following cases:**

- **you have completed the primary vaccination cycle for more than 120 days (4 months);**
- **you had COVID-19 more than 120 days ago (4 months).**
- **You have not completed the primary vaccination for at least 14 days;**
- **You are not vaccinated**

will be quarantined by the GP or the ASL of reference, a quarantine that can be terminated as follows:

- **after 5 days** from the last contact with the positive case, **if you have always been asymptomatic**, with a **negative molecular or antigenic test** at the end of this period; If symptoms of possible Sars-Cov-2 infection occur during the quarantine period, a test is recommended. If symptoms persist, even if the previous swab was negative, the swab should be repeated five days after contact; **FFP2 face masks must also be used for 10 days after the last positive contact.**
- or
- **14 days after the last contact with the positive case**, without any test, **if asymptomatic**; immediate diagnostic testing is recommended if symptoms of possible Sars-Cov-2 infection occur during the quarantine period.

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<sup>1</sup> **High-risk contact (close contact)** is defined by the Ministry of Health Circular 7922 of 9 March 2020, the ISS COVID-19 Report No. 53/2020 (ver. 25 June 2020) and the European Centre for Disease Prevention and Control (ECDC) Technical Report of 28.10.2021 as:

- a person living in the same household as a case of COVID-19;
- a person who has had direct physical contact with a COVID-19 case (e.g. handshake);
- a person who has had direct unprotected contact with the secretions of a COVID-19 case (e.g. touching used paper handkerchiefs with bare hands); and
- a person who has had direct (face-to-face) contact with a COVID-19 case, at a distance of less than 2 metres and lasting longer than 15 minutes;
- a person who has been in an enclosed environment (e.g. classroom, meeting room, hospital waiting room) with a COVID-19 case for at least 15 minutes, at a distance of less than 2 metres, in the absence of appropriate Personal Protective Equipment (PPE);
- a healthcare worker or other person providing direct care to a COVID19 case or laboratory personnel handling specimens of a COVID-19 case without the use of recommended PPE or through the use of unsuitable PPE;
- a person who has travelled seated in a train, aircraft or any other means of transport within two seats in any direction of a COVID-19 case; close contacts include fellow travellers and personnel in charge of the section of the aircraft/train where the index case was seated.

**Please note that a negative molecular or antigenic swab is required to return to Sapienza<sup>2</sup>.**

**If you live together with the positive case and cannot isolate yourself, the above does not apply, and the General Practitioner (GP) instructions should be followed.**

Under the Prime Minister Decree of 8 March 2020 (G.U. Serie Generale, no. 59), having ascertained the need to initiate health surveillance and quarantine, it will be the duty of the Public Health Worker in charge to inform your General Practitioner also for any INPS certification (INPS circular HERMES 25 February 20200000716); They will also inform you about the symptoms, the contagiousness of the disease, how it is transmitted, the measures to be taken to protect any cohabitants in the event of symptoms appearing, and about the need to take your body temperature twice a day (in the morning and the evening). The Public Health Worker will contact you daily for information about your health. In the event of the appearance of symptoms, after consulting the General Practitioner, the Public Health Practitioner will proceed following Ministry of Health Circulars 5443-22/02/2020, no. 36254-11/08/2021 and no. 60136-30/12/2021.

To protect your and other workers' health, minimising the risk of spreading infectious diseases, and in particular COVID-19, the CMO's doctor supervising your structure will try to facilitate due communication with the health structures and will play a role in supporting and facilitating the actions of the territorial services.

In order to carry out the actions recommended by the Ministry of Health, we ask you to provide us with your personal data and contact details, which may be transmitted in case of need to the ASL of your residence as provided for by public health regulations.

It is understood that any action will be carried out with absolute respect for your privacy and that any further measures will be explained to you in advance.

**Employer** (in block capitals) - Dean, Director of Department/Centre/Area of reference

Name |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_| Surname |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

Telephone |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_| Mobile |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

### **Employee's personal information**

Full name, date and place of birth:

Address of residence/domicile:

Workplace (building, floor, room):

Home phone number, mobile phone number and email address:

The undersigned declares that they have read and understood the Data Protection Policy pursuant to Articles 13 and 14 of EU Regulation 2016/679, attached as an integral part of this information sheet, and EXPRESSES CONSENT to the processing of their personal data in accordance with the purposes and methods set out in the information notice itself.

Rome, \_\_/\_\_/\_\_\_\_

**Signature of the person concerned**

**Signature of the Employer**

<sup>2</sup> Please note that to return to work, pursuant to Circular of the Ministry of Health no. 60136 of 30.12.2021, it is in any case necessary to follow the instructions provided at the following link: <https://www.uniroma1.it/en/pagina/quarantena-isolamento-e-rientro-lavoro-dopo-infezione-o-contatto-covid-19>

## DATA PROTECTION POLICY

Pursuant to Articles 13 and 14 of EU Regulation no. 679/2016 of 27.04.2016 "General Data Protection Regulation" (hereinafter "Regulation") and Legislative Decree no. 196/2003 "Personal Data Protection Code", as amended by Legislative Decree no. 101 of 10.08.2018, containing provisions for the adaptation of the national system to the European Regulation.

Data controller:	Sapienza University of Rome in the person of its pro tempore legal representative. Contact details: Email: rettoresapienza@uniroma1.it PEC: protocollosapienza@cert.uniroma1.it
Data protection officer:	Contact details: E -mail: responsabileprotezionedati@uniroma1.it PEC: rpd@cert.uniroma1.it
Manager/ Structure Representative:	Employer, Director, Manager, Local Safety Officer
Legal basis of processing:	Art. 6 (d), European Regulation No. 679/2016: processing is necessary in order to protect the vital interests of the data subject or another natural person. D. Lgs. 81/08 and ss.mm.ii: the processing is necessary to protect the health of workers and persons treated as such.
Purpose and description of processing:	The data is processed, in compliance with the regulatory framework in force, by the Heads of the Educational Structures, Sapienza Contact Person for COVID19, the Ufficio Alta Vigilanza, COVID-19 Task Force, Dipartimento di Sanità Pubblica e Malattie Infettive, Ufficio Security, Servizi di Prevenzione e Protezione, dal Centro di Medicina Occupazionale and other relevant Offices in order to: <ul style="list-style-type: none"> <li>- protect the health and safety of workers in the workplace;</li> <li>- keep the risk of spreading infectious diseases, and in particular COVID-19, under control, also through the management of access to places under the supervision of Sapienza;</li> <li>- implement the necessary procedures and take the necessary actions to protect workers' health;</li> <li>- collect the necessary information for managing the COVID-19 risk in the workplace;</li> <li>- carry out internal investigations aimed at identifying potentially close and casual contacts of suspected or confirmed COVID-19 positive cases, as required by the Prevention Department of the competent ASL;</li> <li>- transfer to the National Health Service, exclusively upon request, all data relating to potential contacts at risk of contagion that have occurred within Sapienza.</li> </ul> The data will be processed exclusively for the institutional purposes envisaged, within the provisions of laws, regulations, internal procedures or contractual rules.
Nature of personal data strictly necessary for the purposes described:	<u>Personal data</u> : full name, surname, student ID number, residence, domicile, ASL, telephone number, email address, tax code (codice fiscale), place and date of birth, Faculty, Department and Degree Programme. <u>Special categories of personal data under Article 9 of the GDPR</u> : health-related data (COVID-19 positivity, date of onset of symptoms, date of molecular/rapid swab, results of molecular/rapid swab, activities carried out and/or classes attended, contacts at Sapienza).
Archiving and storage:	Data will be stored (paper or electronic) for as long as necessary to achieve the above-mentioned purposes, in accordance with national and European legislation (General Data Protection Regulation (EU)).
Data subject rights:	Please note that the interested party may request from the data controller, under the conditions, access to personal data pursuant to art. 15 of the Regulations, rectification of

	<p>the same under art. 16 of the Regulations, cancellation of the same according to art. 17 of the Regulations, the cancellation of the data (where this does not conflict with current legislation on data storage and with the need to protect, in the event of legal disputes, Sapienza and the professionals who have processed the data) or the limitation of processing pursuant to art. 18 of the Regulations, or you may object to their processing under art. 21 of the Regulations, as well as being able to exercise the right to data portability pursuant to art. 20 of the Regulations.</p> <p>In the event of a violation of the Regulation, the data subject may lodge a complaint with the "Garante per la protezione dei dati personali" (Italian Data Protection Authority) following the legislation in force.</p>
Interested parties:	Workers
Categories of recipients:	<p>Data may be communicated to third parties, in accordance with national and European legislation in force.</p> <p>In particular to: Data Controller, Heads of Educational Structures, Sapienza Contact Person for COVID19, Ufficio Alta Vigilanza, Task Force COVID-19, Dipartimento di Sanità Pubblica e Malattie Infettive, Ufficio Security, Servizi di Prevenzione e Protezione, Centro di Medicina Occupazionale and other concerned Offices for the same purposes as listed above, to the potentially close and/or casual contacts of the confirmed COVID-19 positive case for the purpose of defining the list of contacts and the most appropriate prevention and protection measures to be implemented for each person who came into contact with the positive case, and to the Dipartimenti di Prevenzione delle ASL exclusively upon request.</p>
Transfers of personal data to third countries:	Data are not disclosed abroad.

The undersigned \_\_\_\_\_

### DECLARES

to have carefully read and understood the information pursuant to Articles 13-14 of EU Regulation 2016/679 and Legislative Decree no. 196/2003 "Codice in materia di protezione dei dati personali" (Code on the protection of personal data), as amended by Legislative Decree no. 101 of 10.08.2018, and to have been informed about:

1. the purposes and methods of processing for which the data are intended;
2. the storage time of the data as provided for by the legislation;
3. the subjects and categories of subjects to whom the personal data may be communicated or who may become aware of the data
4. the rights of the interested party
5. the need to provide the requested data for the above purposes.

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

Signature \_\_\_\_\_