

## INFORMATION SHEET FOR WORKERS WHO HAVE HAD CASUAL CONTACT WITH CONFIRMED COVID-19 CASES

Dear Worker,

You have reported low-risk contact (casual 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.

We recommend that for 14 days after the contact you:

- measure your body temperature at least twice a day (if you are using medications, e.g. paracetamol, which may mask the onset of fever, contact your General Practitioner);
- if within 14 days a fever (with a body temperature  $>37.5^{\circ}\text{C}/99.5^{\circ}\text{F}$ ) or other symptoms should appear, with particular attention to respiratory symptoms (colds, coughs, sore throats, difficulty in breathing, alterations in smell or taste) and gastrointestinal symptoms (nausea, diarrhoea, vomiting), please inform your General Practitioner as soon as possible, as well as the CMO's Doctor supervising your structure, and contact the regional toll-free number 800 118 800. Pending assessment by the personnel of your ASL, you are required to self-isolate.

To carry out the actions recommended by the Ministry of Health, we ask you to provide us with your data and contact details, which may be forwarded to your local health authority if necessary, following 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.

Sapienza's Centro di Medicina Occupazionale (CMO) will be able to provide you with useful information on your case by emailing [emergenza.covid19@uniroma1.it](mailto:emergenza.covid19@uniroma1.it).

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<sup>1</sup> **Low-risk contact (casual contact)** is defined by Ministry of Health Circular No. 36254 of 11/08/2021 as:

- a person who has had direct (face-to-face) contact with a COVID-19 case, at a distance of less than 2 metres and for less than 15 minutes;
- a person who has been in an enclosed environment (e.g. classroom, meeting room, hospital waiting room) or who has travelled with a COVID-19 case for less than 15 minutes;
- a healthcare worker or other person providing direct assistance to a COVID-19 case or laboratory personnel handling samples of a COVID-19 case, wearing recommended Personal Protective Equipment (PPE);
- all passengers and crew of a flight on which a COVID-19 case was present, except for passengers seated within two seats in any direction of the COVID-19 case, fellow passengers and section personnel.

Longer contact duration increases the risk of transmission; the 15-minute limit is arbitrarily selected for practical purposes. Based on individual risk assessments, public health authorities may consider extending contact tracing and management to persons who have had a shorter duration of contact with a case. on the aircraft/train where the index case was seated who are in fact classified as high-risk contacts.

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

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

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

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

**Worker'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

## 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 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.
	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.
Interested parties:	Workers
Categories of recipients:	Data may be communicated to third parties, in accordance with national and European legislation in force.  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.
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 \_\_\_\_\_