

**PROTOCOL FOR ACCESS TO THE HOUSING FACILITIES OF THE POLITECNICO DI
MILANO
DURING THE “COVID-19 EMERGENCY”**

1. Introduction

These regulations are applicable to all Politecnico di Milano halls of residence.

2. Definitions

Protocol: This protocol, which relates to access to the housing facilities of the Politecnico during the COVID-19 emergency

Hall of residence: The university hall of residence in question

Guest(s): A person who is a recipient of a housing spot within the hall of residence

Visitor(s): An external person accessing the hall of residence in the context of visiting one or more Guests

Manager of the housing facilities: The contractor commissioned by the Politecnico to provide the housing facilities.

Coordinator of the housing facilities: (where present) figure of the Politecnico di Milano responsible for monitoring and coordinating housing facilities.

Collaborators: Members of staff who, in various capacities, collaborate with the Manager of the housing facilities to provide maintenance, cleaning, inspection, Management and concierge services.

3. Information

The following documents are published at www.residenze.polimi.it – section “Regulations” and displayed on the noticeboard of the hall of residences:

- This Protocol
- The sheet summarizing the rules for personal hygiene (Attachment 1)

4. Obligations applying to all those entering the hall of Residence

Any person, including Guests, who enters the hall of residence, for any reason whatsoever, must wear a face mask and respect the social distancing rules in place. These obligations must be communicated/displayed at every entrance to the hall of residence.

5. Obligations of the Contractor and their Collaborators

For the purposes of the application of this safety protocol, as well as for inspection operations, the Contractor employs its staff in reception, whose responsibility is to apply the Protocol and report any critical issues that

may arise.

If the layout of the workstation allows it, the reception will be equipped with a physical barrier in order to separate the staff from all those who approach the reception desk (e.g. Plexiglas, glass or similar solutions). At the end of every work shift, the work surface and equipment used for the reception service must be cleaned.

In addition to face masks, the cleaning staff must also wear gloves and ensure that appropriate cleaning is performed in all the common spaces and rooms, with particular attention to frequent touch points (handrails, light switches, lift buttons, door and window handles, etc.).

6. Obligations of Guests

Guests are required to follow the measures detailed in this protocol, under penalty of the disciplinary sanctions specified in art. 12.

In particular, Guests must:

- a. Leave the windows of rooms open as much as possible in order to promote the constant circulation of fresh air.
- b. Properly wash their linens.
- c. Clean often and properly their personal objects/spaces in the room/apartment.
- d. Not enter other people's rooms.
- e. Help to keep the common areas clean, especially the kitchens and gyms: personal equipment must be properly stored among their personal belongings; after each use, the basin, kitchen sink and table must be cleaned with suitable degreasing and antibacterial detergents. During the presence in the kitchens and especially during the washing and drying of the dishes, it will be mandatory to use the protection of the respiratory tracts (cover nose and mouth); students who use common kitchens will have to encourage the continuous exchange of air.
- f. In rooms with a shared bathroom, they must ensure that they sanitize it after every use with products containing chlorine or alcohol.
- g. Use their own personal hygiene products and not those of the other Guests in the hall of residence and do not leave in bathrooms personal items such as toothpaste, toothbrush, razors, scissors, clothes, linen, towels, brushes, etc.
- h. Comply with waste collection and disposal regulations in addition to the disposal of masks in accordance with national and territorial rules. In case of proven positivity, the waste will not be separated in the collector but reported (with the word Covid) and disposed of in compliance with the provisions of the Higher Institute of Health ("ISS COVID-19 Report No. 3/2020 Interim indications for the management of municipal waste in relation to the transmission of SARS-CoV-2 virus infection" and subsequent updates) or any regional indications.

7. Specific prevention and protection measures

As part of the maintenance and management of the hall of residence, the Manager of the housing facilities shall ensure:

1. the cleaning of the air filters in the air conditioning system.
2. the daily cleaning of:
 - a. Common areas (gyms, study rooms, etc.)
 - b. Drink/snack vending machines
 - c. Toilet/bathroom facilities located in common areas.
3. the daily cleaning of the kitchens (program is displayed on the doors of the kitchen themselves).
4. the availability of the following cleaning and sanitization materials in the halls of residence:
 - a. cleaning solutions for cleaning common spaces (kitchens, gyms, etc.)
 - b. hand sanitizer gels at the entrance to the hall of residence, near drink vending machines, and inside kitchens.

The Manager has put in place signage in order to regulate access to common spaces, limiting the number of people allowed in them and the length of time they are allowed to stay, as well as rules for the ventilation of rooms and instructions for use of the lifts, specifying that their use is limited to one person at a time.

8. Check-in procedure

Students from non-EU countries must follow the instructions of the Ministry of Health for access to Italian territory. In any case, it is necessary to observe an isolation period before access in the Residences, if indicated by the Ministry of Health; once the isolation has finished, they must perform a molecular or antigenic rapid test with negative result to SARS-CoV-2 virus.

Students entering university Residences for the first time will have to declare their will to share the interior spaces beyond what is provided by the competent bodies. They will also have to consult the management regulations of each individual facility, as well as the specific emergency regulations of biological agent SARS-CoV-2 that each facility will have issued.

Should the Guest declare that they have been positive for COVID-19, they must have a medical certificate attesting to their “negative status” in order to be allowed to enter the hall of residence. The Collaborators of the Manager of the housing facilities shall check that all those entering the hall of residence do not have a body temperature higher than 37.5°C.

Guests in Residences who wish to come back to their own family homes can leave the hall of residence (informing the Direction with a prior notice of 48 hours before the departure), unless there are different provisions and/or legislative restrictions on travel. The bedside assignee, before planning his return to the

hall of residence, must verify and subsequently declare at the time of entry not to present symptoms of respiratory infection (e.g. fever, tiredness, dry cough, non-allergic cold).

In the event that a student's temperature exceeds the prescribed limit, he shall not be allowed to enter the hall of residence, the relevant authorities will be alerted, and the Politecnico will be informed insofar as it is concerned.

9. How Visitors may enter the housing facilities

Each guest is allowed a maximum of three visitors, subject to the limitations concerning the maximum number of allowed visitors in each facility.

It will not be necessary (even if strongly recommended) to submit the request for access for the Visitor by email to the Direction: there is the possibility, however, that access is denied if the maximum number of allowed Visitors has been reached.

Access to visitors is permitted exclusively from 9 am to midnight, everyday of the week.

Each visitor has to identify personal at the reception complying with the provisions provided in the art.10 of the Politecnico di Milano University Halls of Residence Regulations and can enter all the common areas of the residence (lobby, corridors, study rooms) only if accompanied by the host, who receives him at reception on arrival.

If the guest receives only one visitor, the visitor can access also to the guest's accommodation, in the same mentioned time slot and complying with the same mentioned measures.

Guests will be responsible for the proper behavior of their Visitors, who will be obliged to do the following:

1. Wear a face mask and observe social distancing measures.
2. Use the toilet facilities specified by the Direction of the hall of residence.
3. Visitors shall have their temperature measured upon entry, and if it is higher than 37.5°C, the Visitor shall not be allowed to enter.

The receptionists may forbid the access to the facility to visitors who have previously been responsible for violations of this Protocol, for damages/problems or disruptive behaviour.

10. Meetings / parties

During the Covid-19 emergency period it is possible to organize, upon request and specific authorization, small parties / meetings in closed spaces indicated by the Coordinator of the housing facilities or by the Manager, with a maximum of 10 participants, including guests of the residence and visitors from outside the residence. Any external guest must be in possession of a valid Green pass, to be shown at the reception.

All the participants must wear a mask, favor the exchange of air in the rooms concerned and respect the social distancing rules.

Each event cannot last beyond 24.00.

The request of authorization must be submitted as explained in art. 9 of the Regulation of University residences of the Politecnico di Milano.

11. Dealing with a symptomatic person

The Guest who has symptoms potentially referable to COVID-19 (for example, loss of flavor and smell, body temperature higher than 37,5°C, cough, respiratory distress, nasal secretions), MUST, in accordance with the provisions in force related to Covid-19 and with this protocol:

- Inform immediately the Direction of the Residence;
- Contact his/her family doctor and/or the ATS and follow the instructions they'll give him/her;
- as a precautionary measure and until the origin of the symptoms has been ascertained, remain in isolation in his/her room.

Consequently, the Direction of the Residence proceeds with:

- informing the Politecnico di Milano, by telling the Housing & Dining Unit about each notified case;
- informing the local Health Service about the fact that in the residence there are guests who present symptoms;
- giving to the guest in isolation, the instructions related to the safe management of the basic services during the isolation (delivery of the meals purchased by the guest/waste disposal/cleaning and hygiene).

It is recalled that Politecnico di Milano must report to ATS the ascertained positive cases, who have been in the University during the 48h before the onset of the symptoms: it doesn't replace the duty of the symptomatic person to report his state of health to the ATS.

The information concerning the length and the end of the isolation and of the quarantine are published at the following link:

<https://www.salute.gov.it/portale/nuovocoronavirus/dettaglioFaqNuovoCoronavirus.jsp?lingua=italiano&id=244>

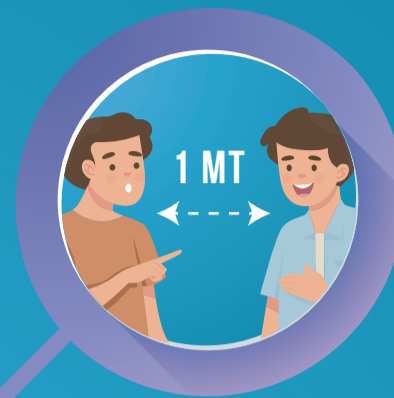
12. Disciplinary sanctions

It is absolutely crucial to respect this protocol in order to ensure the people' safety in the Residence. The lack of respect of the Covid-19 protocol, entails involves the application of sanctions according to Articles 15 and 16 of the Regulation of university residences of the Politecnico di Milano.

**WASH YOUR HANDS FREQUENTLY
WITH SOAP, AND CLEAN
SURFACES WITH CHLORINE OR
ALCOHOL-BASED DISINFECTANTS**



**AVOID CROWDED PLACES
AND KEEP A DISTANCE
OF AT LEAST ONE METRE
FROM OTHERS**



**AVOID TOUCHING
YOUR EYES, NOSE
AND MOUTH**



**STAY AT HOME IF YOU ARE
ELDERLY OR HAVE A
WEAKENED IMMUNE SYSTEM**



**SOME SIMPLE
RECOMMENDATIONS
TO CONTAIN
THE SPREAD OF
CORONAVIRUS**



**AVOID HANDSHAKES,
HUGS AND SHARING
BOTTLES AND GLASSES
WITH OTHERS**



**COVER MOUTH AND NOSE WITH
A DISPOSABLE TISSUE WHEN
YOU SNEEZE OR COUGH. IF YOU
DO NOT HAVE A TISSUE, USE
YOUR BENT ELBOW**



**IF YOU HAVE FLU-LIKE SYMPTOMS STAY AT HOME, DO NOT
GO TO THE EMERGENCY ROOM OR DOCTOR'S OFFICE, BUT
CALL YOUR GENERAL PRACTITIONER, PAEDIATRICIAN,
PRIMARY CARE OUT-OF-HOURS SERVICE (GUARDIA
MEDICA) OR REGIONAL INFORMATION HOTLINE**