

**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 COVID19 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**

This Protocol is

- published at [www.residenze.polimi.it](http://www.residenze.polimi.it) – section “Regulations”
- displayed on the noticeboard of the hall of residences.

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

All those entering the residence are strongly recommended to wear a mask, promote the circulation of the air in the spaces and respect the rules of distancing.

**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.

The cleaning staff must 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. Clean often and properly their personal objects/spaces in the room/apartment.
- c. 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 is recommended to protect the respiratory tracts (cover nose and mouth) and to encourage the continuous exchange of air.
- d. In rooms with a shared bathroom, they must ensure that they sanitize it after every use with products containing chlorine or alcohol.
- e. 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.
- f. 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 arrange the signage in order to regulate access to common spaces, limiting the number of people allowed in them, as well as the rules for the ventilation of rooms and the instructions for the use of the lifts, specifying that their use is limited to one person at a time.

## **8. Check-in procedure**

Guests arriving from abroad, must comply with the provisions of the Ministry of Health to access the Italian Territory

<https://www.salute.gov.it/portale/nuovocoronavirus/dettaglioContenutiNuovoCoronavirus.jsp?lingua=english&id=5412&area=nuovoCoronavirus&menu=vuoto> and in force at their arrival, including the possibility to observe an isolation period in another place before being allowed to enter the residences.

The guests have also to consult this Protocol, the Politecnico di Milano University Halls of Residence Regulations published here <https://www.residenze.polimi.it/en/regolamento/> , as well as possible further specific emergency regulations issued depending on the emergency by biological agent SARSCoV-2 .

Pursuant to the art. 6 of the University Halls of Residence Regulations in force, the Guests must inform the direction of the residence hall, as well as the receptionists, about their absences lasting more than 48h.

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).

## **9. How Visitors may enter the housing facilities**

Please refer to Art. 10 - *Receiving external visitors* of the University Halls of Residence Regulations; it is understood that

- Guests will be held responsible for the correct behavior of their Visitors, who - in compliance with the Regulations and this Protocol, are also invited to wear a mask and to observe the distancing;
- the collaborator staff in reception may deny the access to the residence to Visitors who have previously been responsible for violations of this protocol, damage / problems or disturbing behavior.

## **10. Meetings / parties**

All the guests are recommended to wear a mask, favor the exchange of air in the concerning spaces and respect the social distancing rules.

For all the other provisions in matter of meetings and parties , please refer to the art. 9 of the University Halls of Residence Regulations in force.

## **11. Isolation and self-monitoring**

The Guest who has symptoms potentially referable to COVID-19, MUST, in accordance with the provisions in force related to Covid-19 and with this protocol, make a test (antigenic or molecular swab) in an authorized center in order to check the SARS-CoV-2; if positive, the guest has to:

- Inform immediately the Direction of the Residence;
- Contact his/her family doctor and follow the instructions the doctor and ATS will give him/her;

- Remain in isolation in his/her room until the end of the needed period, when he /she has to make a new swab test in an authorized center, to check the healing.

Consequently, the Direction of the Residence proceeds with:

- informing the Politecnico di Milano, by telling the Housing & Dining Unit about each notified case;
- 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).

Those who have had a “close contact” with a person positive to Covid-19, must apply the self-monitoring (wearing a FFP2 mask for 10 days from the last contact, test –antigenic or molecular and in authorized centers - at the beginning of the symptoms and, if still with symptoms, 5 days after the last contact date).

Further information, are available here:

[https://www.salute.gov.it/portale/nuovocoronavirus/dettaglioFaqNuovoCoronavirus.jsp?lingua=italiano&id=244#:~:text=Il%20E2%80%9Ccontatto%20stretto%20\(esposizione,esempio%20la%20stretta%20di%20mano\)](https://www.salute.gov.it/portale/nuovocoronavirus/dettaglioFaqNuovoCoronavirus.jsp?lingua=italiano&id=244#:~:text=Il%20E2%80%9Ccontatto%20stretto%20(esposizione,esempio%20la%20stretta%20di%20mano))

## **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 an 16 of the Politecnico di Milano University Halls of Residence Regulations.