



Research  
Education  
Outreach

**CCA**

Torino, August 3, 2021

**Communication to all workers**

Dear all,

we report here the rules of conduct, both general and specific for the attendance of the Collegio and its lessons, which the Fondazione Collegio Carlo Alberto has drawn up as a measure of contrast and containment of the health emergency still in progress.

You must sign and return this document for acknowledgment, understanding and acceptance of its contents to the email address [rls@carloalberto.org](mailto:rls@carloalberto.org)

## **GENERAL RULES OF CONDUCT**

The general rules of conduct adopted so far will not change in the coming months. For greater protection of your health and that of the participants in the courses, we will continue to measure the temperature at the entrance, without registering the data in compliance with your privacy.

We inform you that:

- **You MUST stay at your home in case of fever (over 37.5 °) or other flu symptoms and call your General Practitioner and health authority.** We recall the importance of measuring your body temperature BEFORE leaving your home and staying at home in the event of exceeding 37.5 °;
- **You are required to report if you are from, or have been to, one of the risk countries listed on the website**  
[www.salute.gov.it](http://www.salute.gov.it)  
[www.regione.piemonte.it](http://www.regione.piemonte.it)

The Ministry of Health regulates the entry into Italy from at-risk foreign countries. A complete list of at-risk countries can be found on these webpages as the information may change at any time. Employees or members of the Faculty at large, even if asymptomatic, are obliged to immediately communicate their entry into the national territory to the Prevention Department of the local health authority. In the event of COVID-19 symptoms, you must report this situation immediately to the Health Authority and to undergo isolation.

- **Without prejudice to the above, upon access, the Reception operator will measure the temperature using a remote digital thermometer. For the protection of privacy, no data relating to the temperature value will be recorded but access to personnel will be clearly prevented in the event of exceeding 37.5 °;**
- In this particular health emergency, you must have the awareness and acceptance of the fact that you cannot enter or stay at the workplace, or perform any other work that involves leaving your home when there are dangerous conditions (symptoms of flu, temperature, origin from areas at risk or contact with people positive to the virus in the previous 14 days, etc.) in which the provisions of the Authorities require that you inform the general practitioner and the health authority and that you stay home.
- **You must comply with all the provisions of the Authorities and of Foundation Collegio Carlo Alberto** to access the workplace and to carry out your work activities (in particular, maintaining the safety distance, observing the rules of hygiene).
- **You must promptly and responsibly inform Paolo Campolonghi, Managing Director, and Giovanni Bert work representative of the Collegio, of the presence of any flu symptoms during your working activities in the Collegio. In this case you must remain at an adequate distance from other people.**

- **Access to the Collegio is prohibited if you have had contact in the last 14 days with subjects tested positive for Covid-19 or you have received indications from the National Health Service to respect the period of isolation.** In this case, report it immediately to the Human Resources Office.

Remember that **in all social contact and movement, you must respect an interpersonal distance of at least one meter.** ALWAYS COMPLY WITH THE GOOD PRACTICES of the Ministerial Brochure and the document "*Health and hygiene measures*" attached to this document.

The continuation of your activity must take place in compliance with what previously indicated and according to the indications on the following pages.

### **PERSONAL PROTECTIVE EQUIPMENT**

Upon entering the Collegio, each day the staff (Reception or internal staff) will deliver two surgical masks to you (each mask must be changed every 4 hours).

**For the entire stay in the workplace you MUST use Personal Protective Equipment (PPE or DPI in italian) as described in the *SAFETY PROCEDURE: PPE COVID-19* attached to this document.**

## GENERAL RULES OF CONDUCT INSIDE THE WORKPLACE

You must comply with hygiene measures and also:

- The opening hours of the College are indicated on the official website. This time is mandatory, and exits beyond what is indicated will be allowed only if authorized by the Managing Director and communicated in sufficient advance.
- Upon access, dispose of any gloves or masks used outside in the specially provided collectors and wash your hands using the hydroalcoholic solution in the dispenser according to the instructions in the document "*How to handwash*" attached. The reception staff will provide you with surgical masks for daily activities;
- Maintain interpersonal distances of at least 1 meter (possibly 2 meters) while passing through common areas and corridors. When moving, wear the mask. Do not use the lift or, if necessary, do it one person at a time.
- Occupy assigned workstations that guarantee interpersonal distances of 2 meters. If you are in a shared office with one or more colleagues, wear the mask;
- Avoid moving from one office to another if not indispensable in order to limit teamwork and expose as few people as possible to infection. Therefore, prefer information exchanges through the telephone network and internal IT.
- **Even in the presence of air conditioning, periodically open the windows in order to naturally ventilate the rooms. It is strictly forbidden to intervene on the air conditioners in order to increase the flow rate.**
- Respect behavioral and personal hygiene rules. **It is VERY IMPORTANT to wash your hands frequently in the toilets according to the instructions in the document "*How to handwash*" attached.** Remember that the use of soap and water in the toilet is a priority while the use of sanitizing solutions is to be considered only where other washing means are not available.
- **To exit from the Collegio, you must use the door on Via della Cittadella indicated by the Reception, in order to avoid gatherings during access and exit.**

## **FRAGILITY STATUS COMMUNICATIONS**

All workers who are called to work on site are invited to communicate, if not already done previously, any conditions of *fragility* to the Workplace Doctor (conditions that, even in the opinion of your own Doctor, may be causes of complication with COVID-19, such as diabetes, immunosuppression, hypertension, etc.) which will be appropriately assessed in the visit on request pursuant to Legislative Decree 81/08, art. 41, paragraph 2, letter c).

Similarly, Workers are invited to communicate to the Workplace Doctor any situations of potential attention (positivity to COVID-19, close contact with positive subjects, symptoms associated with COVID) according to the indications referred to in the **communication "Integration of the Health Surveillance Protocol" drafted according to the indications of the Workplace Doctor and shown in the Annex to this information.**

Communications and any requests for a medical examination may be transmitted, in compliance with the Privacy, to the Human Resource Office.

Pregnant women are also recommended to evaluate with their gynaecologist the possibility of a request for early suspension of work at the office.

Please note that, to protect all workers, ordinary health surveillance is NOT suspended and will be managed by the Workplace Doctor according to appropriate methods to limit the risk of contagion.

## **EMERGENCY PROCEDURES - COVID 19**

The "*Shared protocol for the regulation of measures to combat and contain the spread of the Covid-19 virus in the workplace*" of 24 April 2020 (Annex 6 of the DPCM 26/04/2020), provides that, in the event that a person in the Collegio develops fever and symptoms of respiratory infection such as cough, he\she must immediately declare it to the Human Resources Office and must be isolated, according to the provisions of the health authority (same, that all others present must be isolated).

The Collegio will immediately notify the competent health authorities and the emergency numbers for Covid-19 provided by the Region or by the Ministry of Health.

It is therefore even more recommended to stay at your home where the very first flu symptoms occur, in order to limit situations of obvious discomfort, especially for yourself, such as isolation in an office waiting for the indications of the health authorities.

### **TRANSFERS HOME - WORK**

In order to limit the risks on the journey home / work (commuting), the Management invites all Workers to use their own private vehicle (car, bicycle, scooter).

If, however, the use of public transport is essential, the following recommendations are provided:

- Always follow the rules of the public transport operator
- Do not use public transport if you have symptoms of acute respiratory infections (fever, cough, cold)
- Where possible, purchase tickets electronically, online or through the app
- Follow the signs and routes indicated inside the stations or at the stops, always keeping the distance of at least one meter from other people
- Use the access doors to the vehicles indicated for the ascent and descent, always respecting the interpersonal safety distance of one meter
- Sit only in permitted places while keeping your distance from other occupants
- Avoid approaching or asking the driver for information
- During the trip, frequently sanitize your hands and avoid touching your face
- It is essential to wear a mask to protect the nose and mouth

### **ADDITIONAL INDICATIONS**

We remember that:

- **In-person meetings and other forms of group gathering are restricted and should be limited to urgent conditions and reasons and under the authorization from the Managing Director.**
- **Visitor access is allowed.** Visitors must be received by a worker in charge who will welcome them having previously worn the mask and always accompany them, but maintaining a social distance of at least 1 meter and having them wear the surgical mask.
- **The possibility of moving to third parties, outside the region or outside Italy is reintroduced.** In the case of travel outside the Municipality of Turin, prior notification must be given to the Managing Director for authorization.

## **HEALTH AND SAFETY GUIDELINES FOR LESSONS**

Since lessons will be held in presence, **the instructor must be present in the classroom**. If any regulatory changes occur, you will be promptly informed.

- Before entering your classroom, it is compulsory to sanitize your hands with the sanitizer provided at entry points.
- **Faculty members must wear their mask while teaching.**
- Ensure that students wear their mask and that they maintain a physical distance of at least one meter from each other.
- You may meet students on a 1 to 1 basis during office hours: both teacher and student must wear a face covering and keep a distance of 2 meters.
- When people are in movement, a physical distancing of at least one meter has to be kept.
- It is mandatory to **ventilate the classroom between one lesson and another.**
- Always **keep a window slightly open** in the classroom.
- If the lesson lasts longer than 1.5 hours, a break in the middle of the lesson is required to ventilate the room.
- It is strictly forbidden to intervene on cooling devices in order to enhance ventilation level.
- Maximum two people at the same time, keeping a safe distance, can access the copier areas and use photocopiers. Sanitize your hands before and after using the photocopiers and the binding machine.
- Once the lesson is over, enable cleaners to access the room for cleaning and disinfection operations.
- Students must promptly alert their teacher of any influential symptom if this occurs when taking a lesson and maintain physical distancing from people.
- **Check that students take the seats displaying a specific label**, which guarantees a physical distancing of one meter. Students are encouraged, when physically attending classes during a day, to always occupy the same seat (if they do not change classroom).
- Ensure that there is no crowding in and out of the room.

Any request for clarification on the above contents may be addressed to the Human Resource Office, which will convey the request for further information, in relation to the issue concerned, to the Managing Director, to the RSPP, to the Workplace Doctor or to the RLS.

We remind you that we must all cooperate in the implementation of the above provisions.

Thank you for your collaboration and patience.

With warmest regards,

The Managing Director – Paolo Campolonghi

For viewing, understanding and acceptance of the contents

The worker .....

## **NOTICE FOR WORKERS – COVID-19 EMERGENCY MANAGEMENT**

### **ARTS. 13-14 OF THE EU REG. 2016/679**

The notice is a general obligation that must be fulfilled before or at most at the moment of starting the direct collection of personal data. According to the General Data Protection Regulation of natural persons (GDPR – EU Reg. 2016/679), the writing organization, Holder of the treatment, informs of what follows.

#### **Sources and categories of personal data**

Personal data in possession of the writing organization are gathered directly among the involved parties and furnished directly by them.

Such information can regard common personal data, such as:

- anagraphic data (name, surname and fiscal code), addresses and contacts (domicile, phone number, e-mail address); and further information also belonging to particular categories relative to the state of health and not, such as:
- data related to the body temperature of the interested person, detected or certified by the same in measure not larger than or larger than 37,5° C;
- information inherent to the health state, symptoms of coronavirus (e.g. cough, respiratory difficulties, etc.);
- data related to the eventual quarantine or of the fiduciary isolation, with or without sanitary surveillance, to which the person involved is subject;
- data of presence at specific places with epidemiologic risk in a temporal interval;
- information on cases of suspicion of contagion, of contagion, inherent to fragile subjects, information, cases of contact with a third part, situations of risk and danger, etc.

With reference to the collection of the body temperature, the writing organization does not effectuate any registration of the data. The identification of the interested person and the registration of the passing of the threshold of temperature could happen only if it were necessary to document the reasons that have prevented the access. In such a case, the interested person will be informed about the circumstance.

Personal data object of treatments are referred to:

- the workers of the writing organization. With respect to such interested parties, the present notice completes the one already supplied for the treatment of personal data functional to the establishment and to the execution of the job collaboration.

#### **Objectives and juridical bases of the treatment**

Personal data are treated in the ambit of the emergency COVID-19, in execution of the Protocol of anti-contagion security of March 14, 2020 and further modifications and supplementing (as completed by the update of April 24, 2020) adopted according to art. 1, n. 7, lett. d) of DPCM March 11, 2020, according to the following objectives (for each of which in parenthesis is indicated the juridical basis with reference to the articles of the GDPR):

- a) objectives connected to obligations established by laws (e.g. in terms of health and security on the workplace for prevention by COVID-19 contagion), as well as by orders issued by authorities legitimated to do this by the law also for the public interest relevant in the sector of the public health (as the control of diseases and other risks of healthcare nature) during the health emergency from coronavirus (GDPR arts. 6 co. 1 lett. c and 9 co. 2 letts. b,g,i);
- b) objectives of prevention from the contagion, measures of contrast and control of COVID-19 (GDPR arts. 6 co. 1 lett. d and 9 co. 2 letts. g,i);
- c) objectives of preventive medicine or of labor medicine, evaluation of the labor capacity of the employee, diagnosis, health or social assistance or therapy or management of health or social systems and services on the basis of the law of the Union or national (GDPR art. 9 co. 2 lett. h);
- d) to evaluate if to allow or not the access to workers, customers, suppliers or third parties, to the site, to the spaces, to the offices of the writing organization or to other places however related to the latter during the period of emergency due to COVID-19 (GDPR arts. 6 co. 1 letts. c, d and 9 co. 2 letts. b, g, i)

#### **Consequences of the refusal to confer the data**

The conferment of the data collected by the involved party is essential for the purpose of the elaboration of the same for the objectives at letters a), b), c) and d). In the case in which the involved parties do not communicate their essential data and do not allow the treatment, it will not be possible to proceed to the fulfillment and implementation of the measures of contrast and control of COVID-19 and to follow up the obligations imposed by laws as well as by orders issued by authorities in charge within the activities of contrast and control of the contagion from COVID-19.

The conferment of data is necessary to access the site, the places and the offices of the writing organization or to other places however related to the latter.

In case of missed conferment of data, or incomplete or wrong, included those belonging to particular categories, or when from the data given there emerges a risk we reserve the right to forbid the access.

#### **Modalities of treatment of the data**

For treatment of the data it is intended their gathering, registration, organization, conservation, elaboration, modification, cancellation and destruction or the combination of two or more of such operations. In relation to the above indicated objectives, the treatment of personal data is occasional (with reference to the emergency period COVID-19) and it takes place through paper means, through manual, IT and telematic tools, also automated, suitable to memorize and to manage the same data, with logics strictly correlated to the objectives themselves and, however, in such a way to guarantee the security and the privacy; personal data will be therefore treated in compliance with modalities stated in the art. 5 EU Reg. 2016/679, that imposes, among other things, that data are treated in legal way and according to accuracy, gathered and registered for specific, explicit and legal purposes, exact, and if necessary updated, pertinent, complete and not exceeding with respect to the objectives of the treatment, in respect of the fundamentals rights and freedoms, as well as of the dignity of the person involved with particular reference to the privacy and to the personal identity, through measures of protection and security. The writing organization has arranged and will further improve the system of access security and conservation of data.

It is not carried out an automated decisional process (e.g. of profilation).

#### **Extra EU treatments**

The treatment will take place in Italy and EU.

#### **Period of conservation**

Personal data will be conserved until the objectives of the treatment persist and for all the duration of the COVID-19 emergency. Once ceased the objectives and elapsed the term of conservation, we proceed to their destruction, except the reasons of defence of a right in legal or administrative seat (e.g. INAIL, ASL inquiry, etc.).

#### **Categories of involved parties**

The data (only the essential ones) are communicated

- a) to persons in charge of the treatment, internal to the organization of the writer as well as external, that carry out specific tasks and operations;
- b) in the cases and to the subjects established by the law (e.g. in case of request by the healthcare Authority for the reconstruction of the chain of the potential strict contacts of the involved party turned out to be positive to the COVID-19);

The recipients of the data in case b) will use them as autonomous Holders of the treatment. Data will not be object of diffusion except for contrary laws regulations.

#### **Rights of the involved party**

In each moment he will be able to: exercise His rights (access, correction, cancellation, limitation, portability, opposition, absence of processes of automated decision) when established towards the holder of the treatment, in accordance with arts. from 15 to 22 of the GDPR (reported in the footnote); to complain to the Guarantor ([www.garanteprivacy.it](http://www.garanteprivacy.it)); if the treatment is based on the consent, to revoke such given consent, keeping into account that the revocation of the consent does not compromise the legitimacy of the treatment based on the consent before the revocation.

#### **Addresses and contacts**

The holder of the treatment is the Fondazione Collegio Carlo Alberto

Piazza Arbarello 8, Turin

0116705000

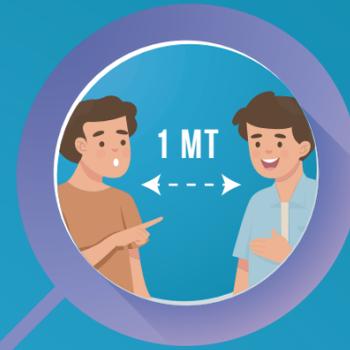
[privacy@carloalberto.org](mailto:privacy@carloalberto.org)

The complete list of the persons in charge of the treatment is available upon request.

**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**

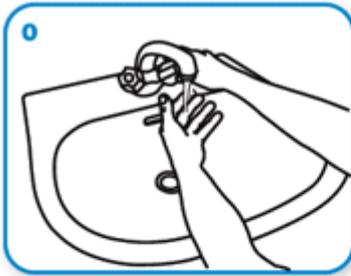


**SALUTE.GOV.IT/NUOVOCORONAVIRUS**

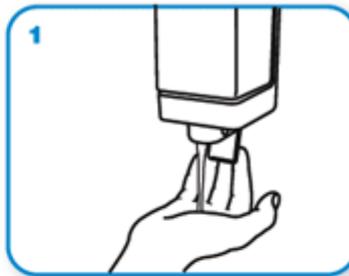


# SANITARY RULES

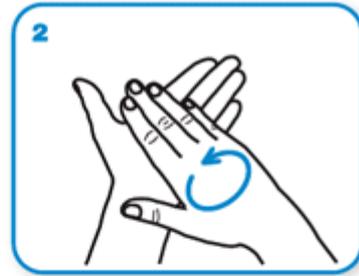
- Wash **your hands frequently with soap or with hydroalcoholic solutions**
- **Avoid close contact with people suffering from acute respiratory infections even when out of work.**
- **Avoid handshakes and hugs.**
- **Avoid crowded places and keep a distance of at least one metre from others (if possible, two metres).**
- **Respiratory hygiene (sneeze or cough in a disposable tissue avoiding hand contact with respiratory secretions).**
- **Avoid sharing bottles and glasses with others.**
- **Avoid touching your eyes, nose and mouth.**
- **Cover mouth and nose with a disposable tissue when you sneeze or cough.**
- **Do not take antiviral drugs and antibiotics unless prescribed by your doctor.**
- **Clean surfaces with chlorine or alcohol-based disinfectants.**
- **It is strongly recommended, in all social contacts, to use respiratory protection as an additional measure to other personal hygiene and health protection measures. At work, you MUST use surgical mask whenever it is impossible to maintain interpersonal distances of 1 meter and in common areas.**
- **If you have flu-like symptoms stay at home (cough or fever more than 37,5° C)**



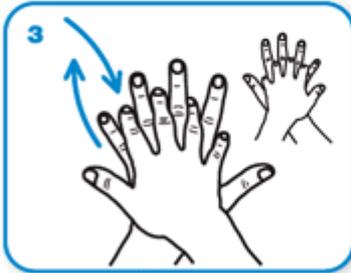
Wet hands with water



apply enough soap to cover all hand surfaces.



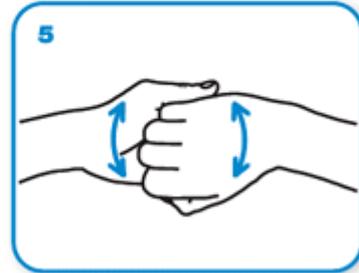
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



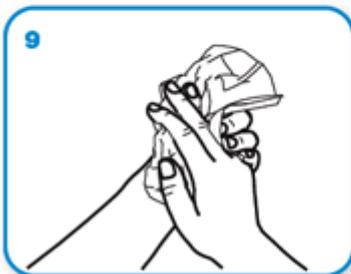
rotational rubbing of left thumb clasped in right palm and vice versa



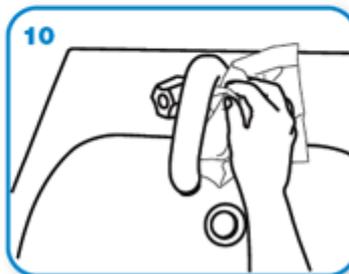
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



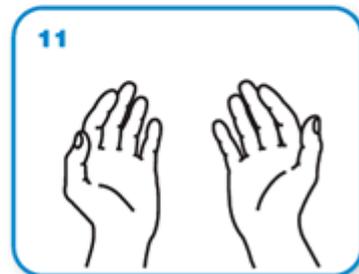
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.



Fondazione  
Compagnia  
di San Paolo



Compagnia di San Paolo  
Sistema Torino

**Collegio Carlo Alberto**

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**PROCEDURA DI SICUREZZA**  
**DPI COVID-19**

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## 1 Destinatari

Tutti i lavoratori del Collegio Carlo Alberto sino alla cessazione dell'emergenza sanitaria da diffusione del COVID-19.

## 2 Obiettivo

La presente procedura si propone di informare tutti i lavoratori dell'Ente in merito a:

- DPI da utilizzare a fine di ridurre il rischio di esposizione al COVID-19;
- fasi lavorative che richiedono l'impiego dei suddetti DPI
- modalità di impiego, rimozione e smaltimento dei DPI.

## 3 Premessa

Il nuovo Coronavirus è un virus respiratorio che si diffonde principalmente attraverso il contatto stretto con una persona malata. È ritenuto possibile, sebbene in casi rari, che persone nelle fasi prodromiche della malattia, e quindi con sintomi assenti o molto lievi, possano trasmettere il virus.

La via primaria sono le goccioline del respiro (droplets) delle persone infette ad esempio tramite:

- la saliva, tossendo e starnutando
- contatti diretti personali
- le mani, ad esempio toccando con le mani contaminate (non ancora lavate) bocca, naso o occhi

**La principale forma di prevenzione è, pertanto, il mantenimento, nei rapporti interpersonali, di una distanza di almeno 1 metro e lo scrupoloso rispetto delle norme igieniche personali** (lavaggio frequente delle mani, evitare di toccarsi bocca, naso o occhi con le mani).

Tuttavia, in quelle specifiche condizioni in cui il mantenimento di distanze superiori a 1 metro non sia assolutamente possibile e, cautelativamente, nelle altre nel seguito descritto, è ulteriormente previsto l'impiego di dispositivi di protezione individuale per le mani e le vie respiratorie.

#### 4 DPI da utilizzare

##### Mascherina chirurgica



Le mascherine proteggono solo limitatamente le mucose naso-oralì.

Ne consegue pertanto che:

- **laddove sia necessario operare in contatto stretto a meno di 1 metro di distanza, entrambi gli operatori devono indossarla, per massimizzarne l'efficacia;**
- in tutti gli altri casi, è prioritario il mantenimento di distanze di almeno 1 metro e la mascherina ha funzione di cautela per abbassare ulteriormente la possibilità di contatto con persone o superfici infette anche solo potenzialmente.

Con riferimento alla Legge 24 aprile 2020, n. 27 art. 16 comma 1, le mascherine chirurgiche sono considerati dispositivi di protezione individuale (DPI), di cui all'articolo 74, comma 1, del decreto legislativo 9 aprile 2008, n.81, fino al termine dello stato di emergenza.

## 5 Come indossare i DPI

### **Mascherina chirurgica**

Le mascherine devono essere indossate nel seguente modo:

- prima di indossare la mascherina, lavati le mani con acqua e sapone o con una soluzione alcolica
- maneggia la mascherina utilizzando i lacci e comunque sempre avendo effettuato correttamente la procedura di igiene delle mani e/o con guanti puliti
- assicurati che il lato corretto della mascherina, solitamente bianco in quelle colorate, sia rivolto verso l'interno e che l'eventuale parte rigida (stringinaso) sia nella parte superiore
- copri bocca e naso con la mascherina assicurandoti che aderisca bene al volto e che il bordo inferiore sia sotto il mento
- modella l'eventuale stringinaso per garantire la più completa aderenza al viso
- evita di toccare la mascherina mentre la indossi, se la tocchi, lavati le mani
- ogni 4 ore oppure quando diventa umida, sostituiscila con una nuova.

Le mascherine devono essere rimosse e smaltite nel seguente modo:

- toglila la mascherina prendendola dall'elastico e non toccare la parte anteriore della mascherina
- gettala immediatamente in un sacchetto o contenitore dedicato richiudibile
- dopo la rimozione della mascherina, o ogni volta che si tocca inavvertitamente una mascherina usata, lavati le mani usando un detergente a base di alcool o con acqua e sapone.

## 6 Fasi lavorative dove è previsto l'uso dei DPI

Tutto il personale operante presso la sede dovrà e potrà sempre e comunque lavorare garantendo distanze interpersonali di almeno 1 metro durante il transito negli spazi comuni e nei corridoi e di 2 metri presso le proprie postazioni fisse di lavoro.

Tutti i Lavoratori dovranno comunque utilizzare la **mascherina chirurgica** per le seguenti attività:

- in uffici condivisi (ciò con presenza contemporanea di due o più Lavoratori);
- spostamenti attraverso gli spazi comuni per accedere alla propria postazione di lavoro o per fruire dei servizi igienici;
- incontro con personale di ditta terza o con eventuali visitatori;
- attività di docenza in aula;
- attività dell'ufficio tecnico con supporto informativo e compresenza lavoratore.

**NOTA: A tutti i Lavoratori è richiesto di comunicare IMMEDIATAMENTE eventuali carenze o danni nei DPI forniti per la loro immediata sostituzione.**

## 7 Smaltimento dei DPI usati

I DPI utilizzati dovranno essere smaltiti come rifiuti indifferenziati nei raccoglitori opportunamente installati e identificati in vari punti della sede.

Turin, 05 May 2020

Subject: integration of the health surveillance protocol

We report the indications provided by the Workplace Doctor, Dr. Giovanni Donna.

Considering the trend of the diffusion of SARS-CoV-2 and the evolution of national and regional regulatory indications, Collegio will integrate the health surveillance protocol. We inform all Workers of the additional health measures provided.

- 1) According to DPCM 26.04.2020, annex 6, art.12, point 5) **all workers who:**
  - have pathologies that cause weakening of the immune system,
  - and / or carry out therapies with drugs that can reduce the immune system,
  - and / or are affected by chronic pathologies that can make them more susceptible to viral infections and their complications, such as those indicated, by way of example, among the most frequent causes of mortality, in the analysis of the data carried out biweekly by the Institute Superior of Health such as, among which:
    - respiratory diseases (eg asthma, emphysema, chronic bronchitis)
    - recently diagnosed and / or active neoplastic diseases in the last five years and / or still in therapy and / or follow-up
    - cardiovascular diseases (e.g. ischemic heart disease, atrial fibrillation, heart failure)
    - neurological disorders (e.g. Parkinson's disease, multiple sclerosis, stroke outcomes)
    - diabetes not well compensated or with complications
    - arterial hypertension not well compensated
    - chronic liver diseases of clinical relevance
    - obesity
    - kidney failure
    - autoimmune diseases

**are strongly invited to exercise the right to request the medical surveillance of the Workplace Doctor according to Legislative Decree 81/08, art. 41, paragraph 2, letter c), if they have not already contacted their General Practitioner to obtain the protections provided. Do not exercise this right is equivalent to self-certificate the absence of fragile conditions.**

Request shall be addressed to Human Resources Office, which will contact the Workplace Doctor (see below).

- 2) **In the case of a worker who has been declared as affected by Covid-19** and who, after carrying out the double negative nasopharyngeal swab by the hospitalization facility, or by the Public Health and Hygiene Service, or by his General Practitioner, should resume the activity at the College, the Workplace Doctor will perform the medical surveillance according to Legislative Decree 81/08, art. 41, paragraph 2, letter e-ter).
- 3) According to DPCM 26.04.2020, annex 6, art. 12, point 6, the following worker screening measures will be performed; these measures will be adapted according to the evolution of national and regional regulatory indications and guidelines. At present, the measures indicated are performing the nasopharyngeal swab for the identification of viral RNA and the serological test.

Tests will be carried out according to the following indications::

- a) **workers who have tested positive for Covid-19 in a previous test and who are not in possession of medical certification attesting that a double swab has been negative:** they must carry out the double swab and the serological test for the determination of IgG before resuming the activity at the College;

- b) **workers who in the last two months (i.e., to date, March and April) have had potentially symptoms for Covid-19** (such as, for example, one or more of the following: fever greater than 37.5 degrees centigrade, cough, rhinitis , conjunctivitis, dyspnoea, asthenia, loss and / or alteration of the sense of smell, loss and / or alteration of the taste, diarrhoea), and have never carried out a nasopharyngeal swab: they will be able to resume their work no sooner than two weeks from the complete resolution of the symptoms and after performing a swab and serological test for the determination of IgG; if asymptomatic for at least four weeks, pending the report of these assessments, they can resume service by following all the hygienic and procedural indications provided by the employer and wearing the surgical mask during their entire stay in the company premises, regardless of the spacing criteria;
- c) **workers who have been declared close contacts, according to the indications of the ECDC adopted by the Ministry of Health** (which are shown below), and who did not develop symptoms at the end of the fourteen-day quarantine period:
- if close contact was occasional: before returning to work they will perform a swab and serological test for the determination of IgG;
  - in the case of close contact with a cohabiting person: before returning to work they will carry out a swab and the serological test for the determination of the IgG, after demonstrating the negativity of the double swab of the cohabiting partner;

The outcome of the swab is normally available within two / three working days. In the case of a positive swab, the Workplace Doctor will communicate the result to the worker and to the Public Health and Hygiene Service of the ASL responsible for the appropriate measures. The results of the tests will be delivered to the worker, as always, attached to the assessment expressed according to Legislative Decree 81/08, art. 41, paragraph 6 and sent by the Workplace Doctor.

To adopt the measures described, we ask for your full collaboration, therefore:

- Workers who fall into one of the above conditions must contact the Workplace Doctor via email addressed to the Human Resources Office, who will contact the Workplace Doctor;
- To grant your privacy, in the email to the Human Resources Office, you must not expressly indicate which case you fall into, but only the need to contact the Workplace Doctor according to this information with this sentence *“I require the medical surveillance of the Workplace Doctor, according to the integration of the health surveillance protocol of May, the 4<sup>th</sup> 2020”*;
- You must indicate your personal telephone number in the email, so that the Workplace Doctor has the opportunity to contact you;
- In order to avoid unjustified travel as much as possible and to better comply with the preventive indications provided in recent weeks by the Government, the Workplace Doctor will contact you by telephone.
- **Do not perform any communication is equivalent to certifying that you are not in any of the situations indicated above.**

Definition of close contact for the purpose of the case definition

- A person living in the same household as a COVID-19 case;
- A person having had direct physical contact with a COVID-19 case (e.g. shaking hands);
- A person having unprotected direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on, touching used paper tissues with a bare hand);
- A person having had face-to-face contact with a COVID-19 case within 2 metres and > 15 minutes;

- A person who was in a closed environment (e.g. classroom, meeting room, hospital waiting room, etc.) with a COVID-19 case for 15 minutes or more and at a distance of less than 2 metres;
- A healthcare worker (HCW) or other person providing direct care for a COVID-19 case, or laboratory workers handling specimens from a COVID-19 case without recommended personal protective equipment (PPE) or with a possible breach of PPE;
- A contact in an aircraft sitting within two seats (in any direction) of the COVID-19 case, travel companions or persons providing care, and crew members serving in the section of the aircraft where the index case was seated (if severity of symptoms or movement of the case indicate more extensive exposure, passengers seated in the entire section or all passengers on the aircraft may be considered close contacts)

The epidemiological link to a probable or confirmed case may have occurred within a 14-day period before the onset of illness in the suspected case under consideration.

This update of the Protocol takes into account the indications provided by the DGR 5- 2124 of 20 October 2020 of the Piedmont Region, regarding the types of tests for identification of SARS-CoV2, which is attached. In particular, the synoptic table of tests is noted in the main contexts, which can be found on pages 17 and 18 of the annex and whose indications we will stick to it.

- 1) With regard to "fragile workers," please see the document published (m\_lps.38.CIRCOLARI.R.0000013.04-09-2020) by the Ministry of Labor and the Ministry of Health dated September 4, 2020, attached. In summary: workers who believe they have situations of fragility concerning their health should/may:
  - request, through the Human Resources Office of CSP ([risorseumane\\_cca@csp-s.it](mailto:risorseumane_cca@csp-s.it)), health surveillance pursuant to art. 41, paragraph 2, letter c), Legislative Decree 81/08. They need to provide their telephone number in order to be contacted by the Competent Doctor. The Doctor will call them and request the health documentation necessary to assess their suitability for the job. The required documentation can be sent by email.
  - the Competent Doctor, as appropriate, may:
    - confirm eligibility to work
    - diagnose an absolute inability to work in presence
    - express suitability to work in presence with limitations/prescriptions
  
- 2) Regarding:
  - cases of **positive and asymptomatic workers**
  - cases of **positive and symptomatic workers**
  - cases of **long-term positive workers**
  - cases of **asymptomatic close contacts workers**

Please, refer to the **Circular of the Ministry of Health dated October 12, 2020**, attached.

In particular, with reference to asymptomatic "close contacts," employees must follow the indication to resume work after 10 (ten) days of quarantine, after having performed the swab, which must test negative.

The only **exception** to this rule concerns the resumption of work for **close asymptomatic contacts cohabiting with positive subjects**. In this scenario, the resumption of work-related activities for asymptomatic contacts, as well as taking the test, cannot take place before the positive cohabiting subject has turned negative (unless the complete isolation of the positive subject can be documented and self-certified). If the partner/cohabiting subject is a long-term positive, the aforementioned "Circolare" 12/10/2020 contains the provisions that apply in this specific case. It is recommended to refer to those.

The Collegio will facilitate the necessary procedures and will cover the related expenses for those employees who fall into the aforementioned four categories, and for whom the NHS does not fulfill the request for testing. To this end, employees should inform the Human Resources Office of CSP ([risorseumane\\_cca@csp-s.it](mailto:risorseumane_cca@csp-s.it)) in order to schedule the test. The results will be, then, transmitted to the Competent Doctor for her/his own assessments.

- 3) The "*Shared regulatory protocol to contrast and contain the spread of the Covid-19 virus in the workplace*", already adopted on March 14, 2020, and repeated in subsequent DPCM, indicates that "*The Competent Doctor ... may suggest the adoption of any diagnostic means that are deemed useful to contain the spread of the virus and for the health of the workers*".  
In light of this indication, given the current evolution of the epidemiological situation, and given the fact that symptomatic citizens do not have to go to work (they can and should stay home and inform their

Doctor of General Medicine to receive appropriate counseling), it is necessary to implement prevention measures for **workers on sick leave or for those who, in any case, present potential Covid-19 symptoms, such as: fever above 37.5 °C, dry cough, dyspnea, alterations taste and/or smell, conjunctivitis, severe asthenia, headache, cold, widespread musculoskeletal and/or joint pain, sore throat, diarrhea, nausea, vomiting.**

- As stated above, the Collegio will facilitate the necessary procedures and will cover the related expenses for those employees who fall into the aforementioned four categories (positive and asymptomatic workers, positive and symptomatic workers, long-term positive workers, asymptomatic close contacts workers), and for whom the NHS does not fulfill the request for testing. To this end, employees should inform the Human Resources Office of CSP ([risorseumane\\_cca@csp-s.it](mailto:risorseumane_cca@csp-s.it)) in order to schedule the test. The results will be, then, transmitted to the Competent Doctor for her/his own assessments.
- 4) In the event that, while at the Collegio, an employee begins to show one or more of the symptoms listed in point 3) or, in any case, suggestive of viral infection, s/he will be escorted out of the premises, in accordance with the regulations and the procedures that the Collegio has in place.
- 5) Any national and/or regional programs for assessing workers by means of a swab, aimed at protecting the workers themselves and/or third parties, are automatically understood as an integral part of this health surveillance protocol. As such, they constitute, to all intents and purposes, mandatory health checks pursuant to art. 20, paragraph 2, letter i), Legislative Decree 81/08, unless the Competent Doctor provides different assessments.
- 6) With regards to workers traveling from or to foreign countries, we remind you of the need to comply with the current provisions on this matter, to which you should refer the [portal of Ministry of Health](#).
- 7) The competent bodies of the NHS will take appropriate measures whenever a positive case is detected through the application of this protocol.
- 8) If necessary, the Managing Director will collaborate, in synergy with the RSPP and the Competent Doctor, with the organs of the NHS in order to trace any close contacts in the workplace.
- 9) Please refer to indications of the ECDC, adopted by the Ministry of Health, for the **definition of “close contacts.”** In particular, in order to be determined as a “close contact” one needs to:
  - having had a face-to-face contact at a distance of less than 2 (two) meters for more than 15 (fifteen) minutes, and/or
  - having been in a closed environment, without wearing suitable PPE, with a case of positive Covid-19 subject, i.e. confirmed by swab, in the last 48 hours before the onset of symptoms, or in the last 48 hours before the swab is performed.

We would like to remind you that, except for what stated in point 4), employees will be asked to avoid going to work and restricted from entering/staying in the Collegio only if they are “close contacts” of a subject who tested positive for Sars-CoV-2. Those measures, instead, do not apply to those who have been in close contact with a person with symptoms not yet determined through a test.

Likewise, please note that no evaluation and no specific interventions are required for healthy people who have come into contact with “close contacts,” unless the latter ones also test positive for Covid-19.

**Employees who, after being absent from work due to sick leave, resume their activity in compliance with the protocol, implicitly self-certify that they are not in any of the conditions indicated above in points 1, 2 and/or 3.**

Turin, 30 October 2020

The Competent Doctor  
dr. Giovanni Donna