

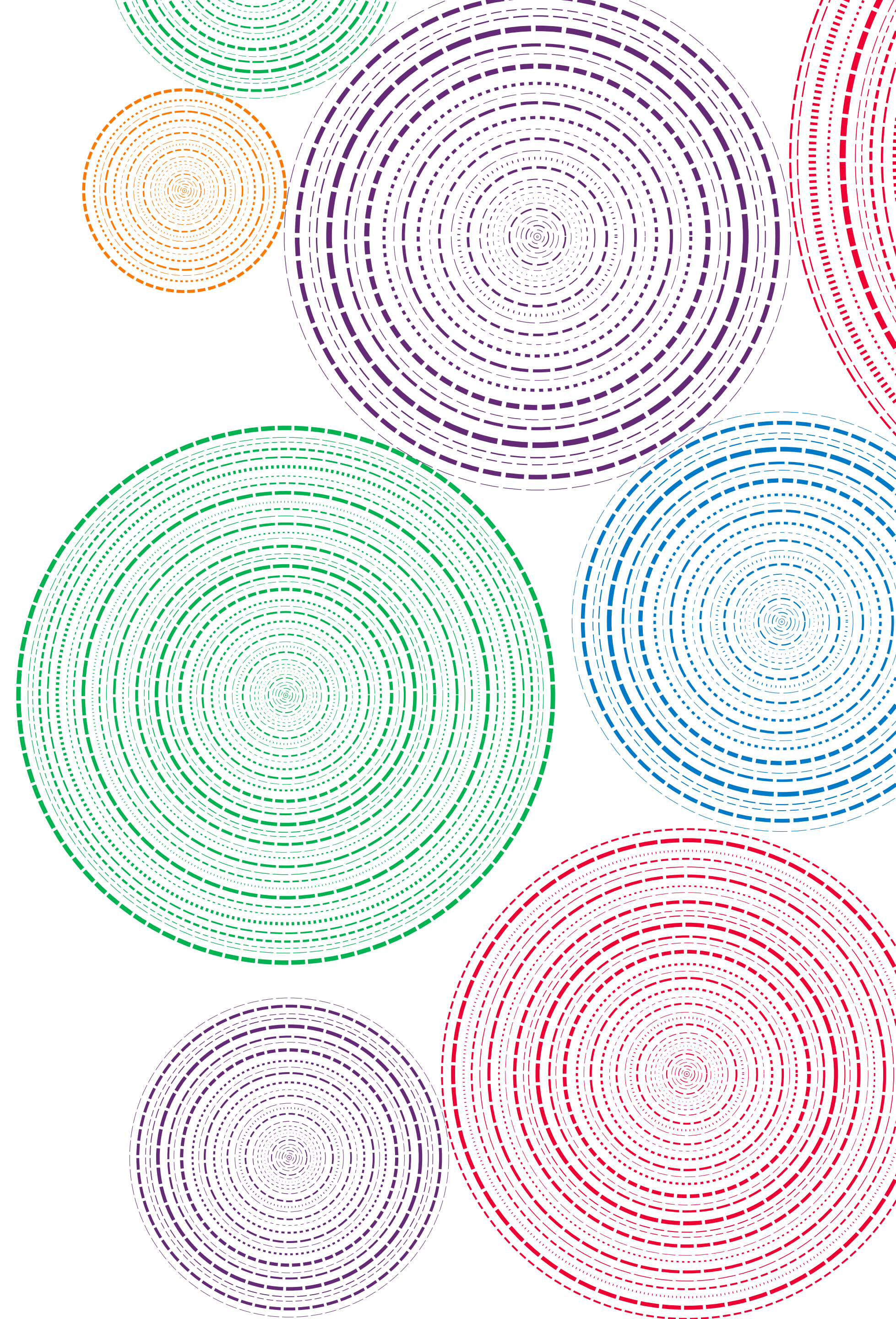
**RU
FA**

Rome
University
of Fine Arts

Covid-19

Instructions to contain the infection

DOCUMENT N°01 OF THE 26TH OF OCTOBER 2020





RUFA STARTS UP AGAIN SAFELY

RUFA has implemented all of the security measures that are necessary to prevent the spread of the Covid-19 infection and to make all academic environments safe.

In particular:

- all the rooms are equipped with SHU devices to disinfect the environment.

The technology used is state-of-the-art and is based on releasing of a layer of redundant oxidants that disinfect the surfaces and the air as well as eliminate pollutants, by destroying germs through the UVC light of the germicidal lamp;



RUFA STARTS UP AGAIN SAFELY

- the classrooms and offices of the Academy have been equipped with plexiglass dividers to protect lecturers, students and staff;
- all the offices, including the classrooms, have been equipped with hand sanitizer dispensers;
- all the classrooms available for the courses have been equipped with multimedia equipment to ensure optimal teaching results, even online;
- a security protocol has been defined that regulates access to the Academy and the use of spaces, in line with the Covid-19 emergency management regulations.



ACCESS TO THE ACADEMY AND MEASUREMENT OF BODY TEMPERATURE



- 1.** Students who intend to access the Academy to attend lessons, to take part in exercises, laboratories and workshops are required to:
 - a)** access the Academy wearing a mask;
 - b)** access the classroom no later than the established time, sit in the workstation reserved for them and wear a mask;
 - c)** wait for the lecturer to arrive, while continuing to wear the mask.



ACCESS TO THE ACADEMY AND MEASUREMENT OF BODY TEMPERATURE



- 2.** The lecturer or a delegate of the Director must measure the temperature of the students and note down the results before starting the lesson:
- a)** if the body temperatures are normal, the lesson may proceed;
 - b)** if the values were higher than 37.5° degree Celsius, the procedures indicated in ANNEX 4 and ANNEX 6 of the guideline to manage the Covid-19 emergency apply.



ACCESS TO THE BUILDINGS, LABORATORIES, LIBRARY AND OFFICES

It will be possible to access the spaces of the academy (classrooms, laboratories, installation rooms, etc.) by sending an email to segreteria@unirufa.it and making a booking. The Students Office, based on the bookings received, will confirm if the booking is possible and will invite the student to register at the front office before accessing the premises and to comply with the Covid-19 safety regulations.

Access to the laboratories will be limited and possible also in small groups of 5/6 people, depending on the capacity of the laboratory.



ACCESS TO THE BUILDINGS, LABORATORIES, LIBRARY AND OFFICES

Access to the library will also be limited, a maximum of 3 students at a time will be allowed in and for consultation/studying.

The desks must be booked via email to biblioteca@unirufa.it.

To access RUFA offices students must make the booking directly with the office itself. The email addresses of the Offices are available on the Contacts page of the unirufa.it website.



ACCESS TO EXHIBITIONS AND EVENTS

Starting from October 2020, students will be able to organize exhibitions at the Academy. To do so they must follow the standard request and organization procedures, while respecting the Covid-19 safety regulations.

Students can submit proposals for events/exhibitions to the Offices of the Academy through the dedicated web form and, if the proposal is accepted, they will work with the Communication Office for the organizational aspects.



ACCESS TO EXHIBITIONS AND EVENTS

The events can be attended by a maximum of 12 people at the same time (students, visitors and curators included). There will be no opening or closing events that attract too many people at the same time.

The Communication Office will find digital ways of enjoying the exhibitions/events with each student.



ACCESS FOR EXTERNAL VISITORS

The access to the Academy of visitors can take place:

- exclusively through a free of charge booking, by e-mail or specific form;
- after having carried out the security checks and the temperature measurement at the entrance to the building where the visit will take place;
- through limited accesses and turns of small groups of up to 12 people, including guests.



ACCESS FOR EXTERNAL VISITORS

At the entrance, the visitor must disinfect his/her hands before entering the classrooms, laboratories and offices using the sanitizing dispensers placed at the entrance of the offices or with the detergents found in the toilets.

During the stay it is mandatory to behave so as to contain the spread of the infection. It is important not to take initiative.

ACCESS TO RUFART CAFÉ

Access to **RUFART Café** will be limited.
A maximum of 4 people can be at the
counter at the same time who will have
to stand on the appropriate signs on the
ground to enjoy their order.





ACCESS IS NOT ALLOWED IF:



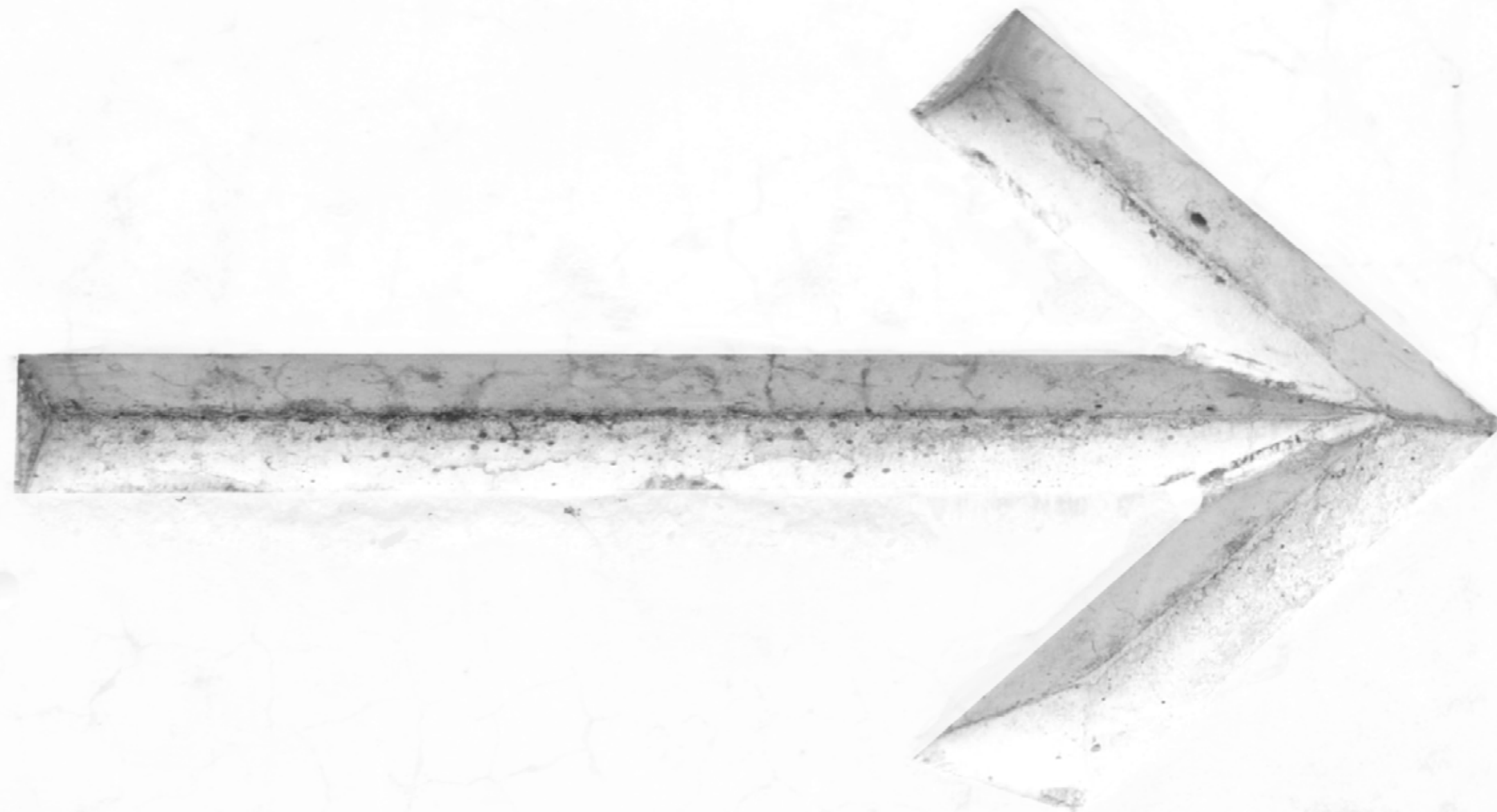
Your body temperature that is higher than or equal to 37.5° degree Celsius or other fly symptoms (at the Front Office you must guarantee through a self-certification that you have measured your temperature at home).



You have come into close contact with people diagnosed with Covid-19 (or suspected) or coming from zones at risk according to the who over the last 14 days.



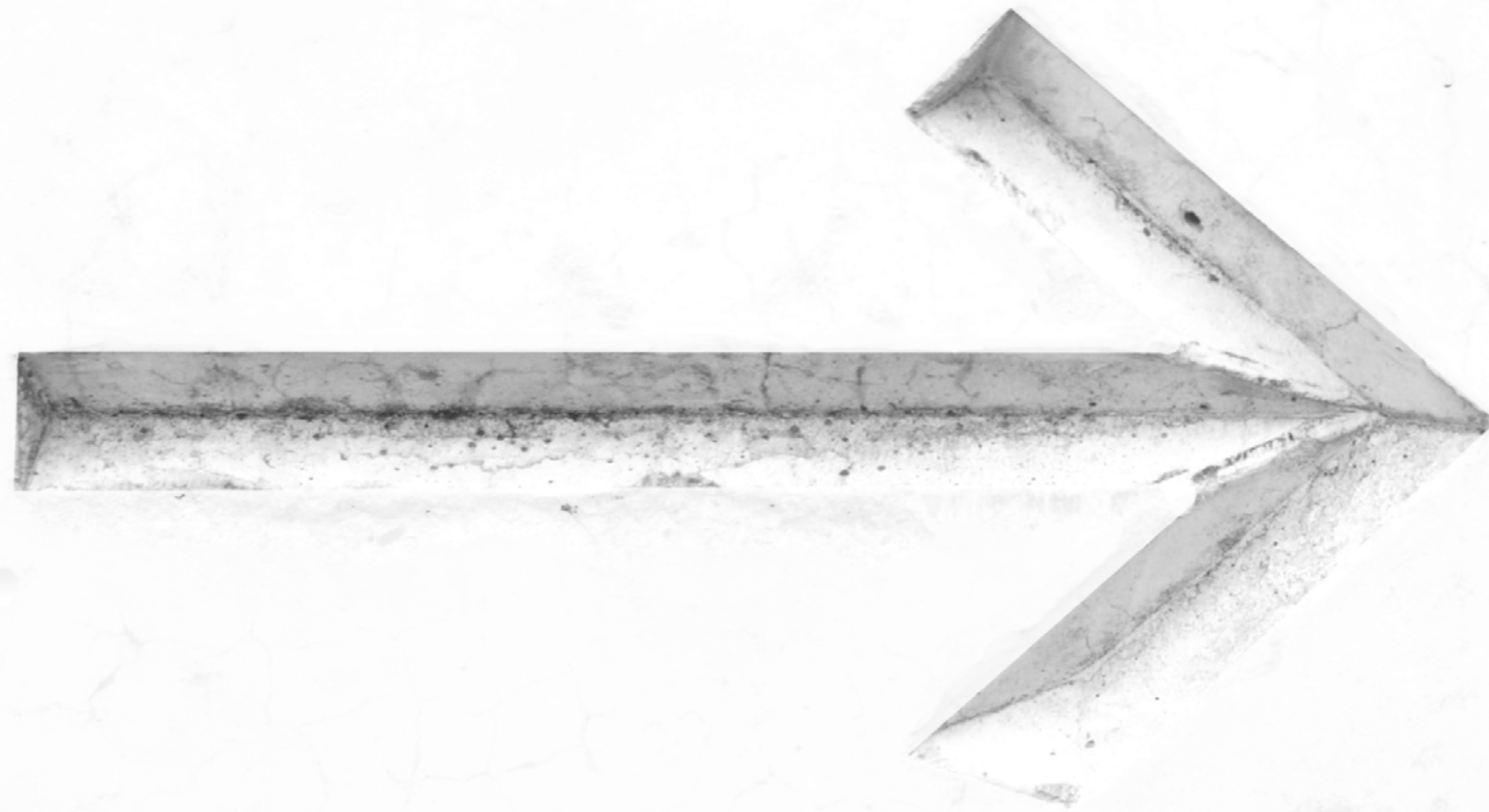
You have been required by the competent authorities to isolate.



In the classrooms the workstations that can be used can be identified through the signs.

The term “station” means the place that the student is required to use during the course of the academic activity he/she needs to perform.

The signs have been positioned so as to guarantee the distancing between the students.



In the internal spaces of the buildings specific paths have been defined that allow the flow of people while minimizing contacts and maintaining the correct distance. For this purpose both horizontal and vertical signs have been prepared and indications on the behavior to be followed has been posted in the classrooms, in the corridors and in the common areas. Access to and exit from the classrooms must be in strict compliance with the signs.



**WASH YOUR HANDS
OFTEN WITH SOAP
AND WATER
OR AN ALCOHOL-
BASED GEL.**

**A sanitizing gel
dispenser has been
set up at the entrance
or inside each classroom.**

**Anybody accessing
the classroom must
disinfect his/her hands
before entering.**

WASH YOUR HANDS OFTEN

Prevent infections by properly washing your hands



1. Use soap (better the liquid one than the bar of soap and tap water, preferably warm.



2. Apply the soap on both palms of your hands and rub on the back, between the fingers and in the space under the nails for at least 40-60 seconds.



3. Rinse thoroughly with running water.



4. If possible dry your hands with disposable paper, a clean personal towel or with a hot air device.



ALTERNATIVELY YOU CAN USE A HYDRO-ALCOHOLIC SOLUTION. IN THIS CASE IT TAKES 30 SECONDS. IN THE ACADEMY AND IN THE CLASSROOMS YOU WILL FIND DISPENSERS WITH DISINFECTANT GEL TO CLEAN YOUR HANDS.



HANDS MUST ALWAYS BE DISINFECTED:

- 1.** Before accessing the common workspaces and before leaving them.
- 2.** Before using objects/work equipment shared with others.
- 3.** Before putting the mask or gloves on and after taking them off.
- 4.** Before using dispensers for drinks, coffeee, snacks, etc.
- 5.** Before consuming food and beverages.
- 6.** Before and after going to the bathroom.
- 7.** After sneezing or coughing.

HYGIENE RULES



Avoid close contact with people suffering from acute respiratory infections.



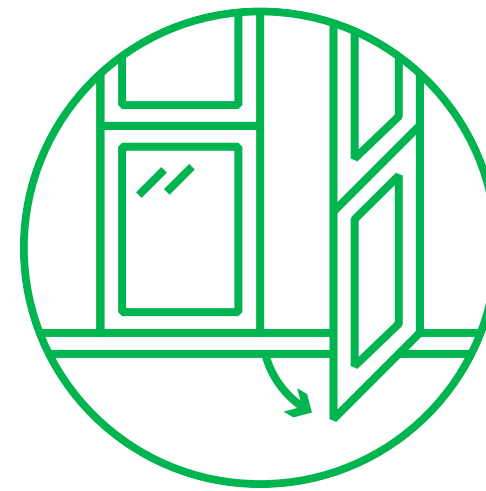
Avoid hugs and handshakes until this emergency will be over.



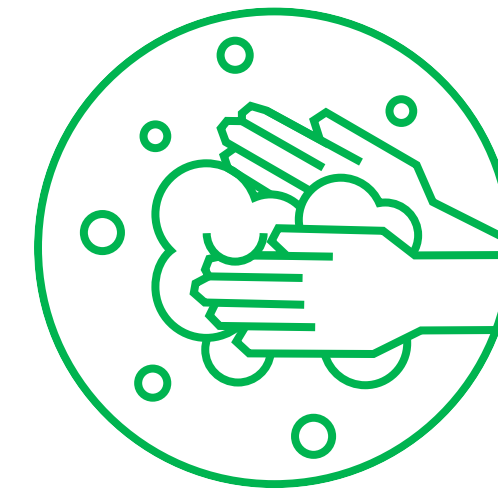
Avoid sharing glasses, cutlery, bottles.



Cover your mouth and nose with disposable tissues when you sneeze or cough. If you don't have a handkerchief, use your elbow joint.



Frequently air out the rooms by opening the windows, avoiding air flows.

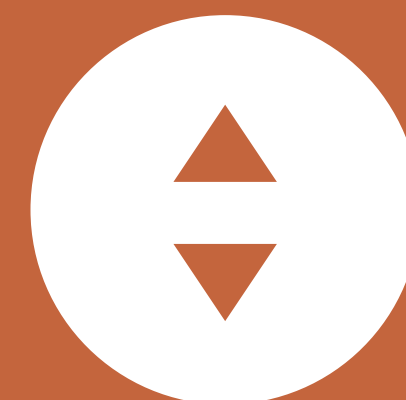


Wash your hands often with soap and water or an alcohol-based gel and avoid contact with respiratory secretions.



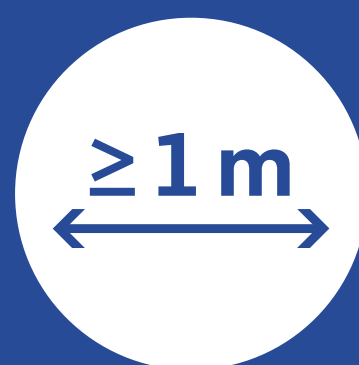
AVOID GATHERINGS

The stay in the common areas (break areas, bars, gardens and more) must be as short as possible.



ACCESS TO THE LIFT IS ALLOWED ONLY TO PEOPLE WITH PRIORITY NEEDS

Pregnant women and people with mobility difficulties can access.



ALWAYS KEEP THE SAFETY DISTANCE

In the laboratories, classrooms, corridors, internal and external common spaces of the academy keep the social distance of at least 1 meter.



WORKSTATIONS IN THE CLASSROOM

Use only the desks indicated as “accessible” and not those with an red “X”.



TOILETS

The toilets have been temporarily converted, use only those reserved for students.


DON'T PANIC

MASK - HOW TO USE IT?

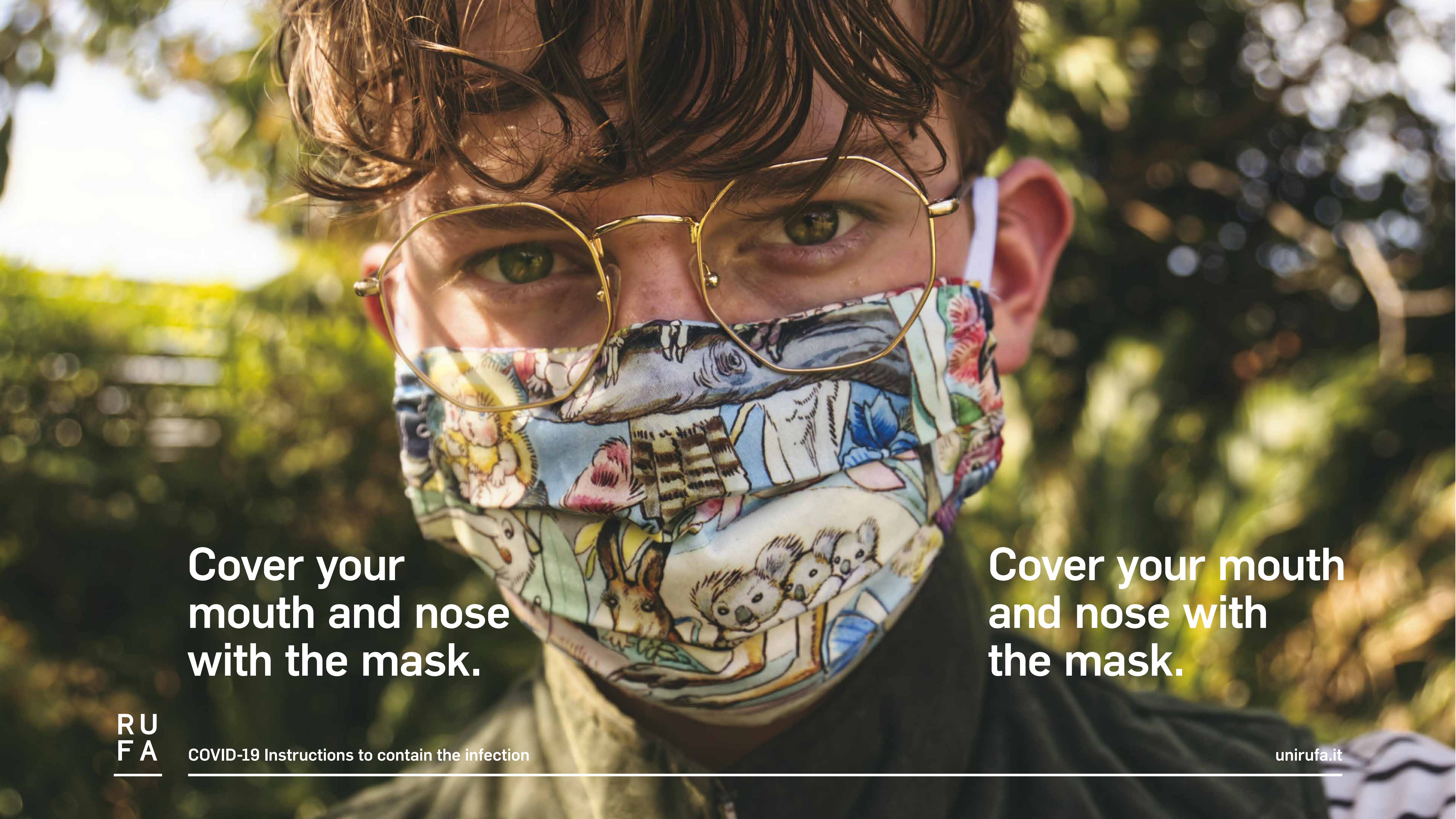
how to wear, use, remove and dispose of the masks daily

ALWAYS WEAR THE MASK IN THE ACADEMY.

**WARNING! NOT USING THE MASK PROPERLY CAN MAKE
THEIR USE USELESS OR EVEN DANGEROUS. FOLLOW ALL
THE INSTRUCTIONS CAREFULLY.**




**Before wearing
a mask wash your
hands thoroughly with
soap and water or with
hydroalcoholic solutions.**

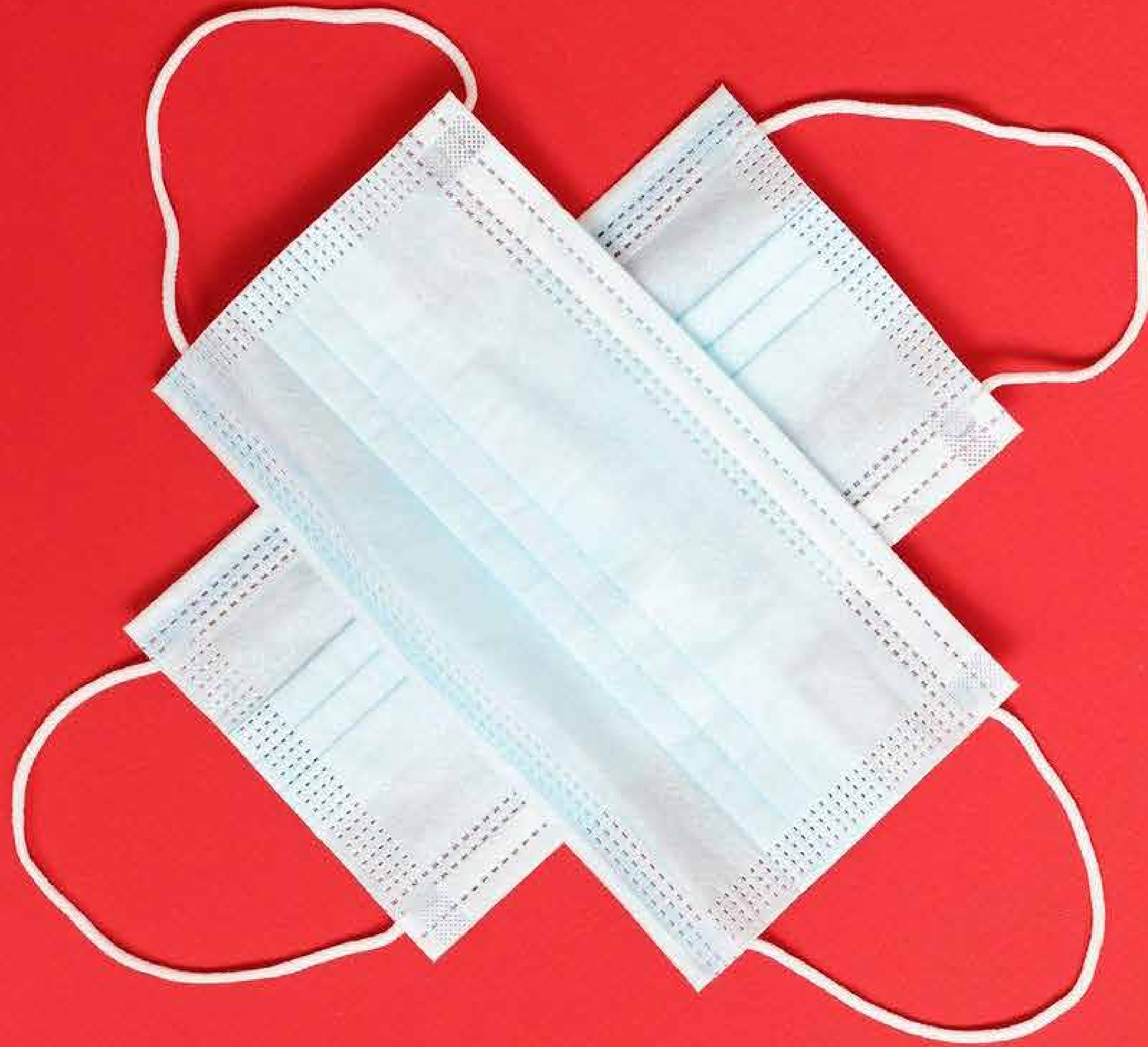


**Cover your
mouth and nose
with the mask.**

**Cover your mouth
and nose with
the mask.**



**Avoid touching the
mask when you
are using it.
If you touch it
wash your hands
immediately.**



Change the mask as soon as it becomes moist and do not reuse it if you think it has been contaminated.

A woman with long, dark, curly hair is wearing a black cap and a nose ring. She is holding a white surgical mask with both hands, looking directly at the camera. The background is a bright, out-of-focus window with greenery visible outside.

To remove the mask:

**- take it off from behind
(do not touch the front
of the mask);**

**- dispose of it immediately
in a closed container;**

**- wash your hands with
an alcohol-based gel
or soap and water.**

If you have a reusable mask, after using it wash it in the washing machine at 60 degrees with soap or follow the manufacturer's instructions, if available.



DON'T PANIC

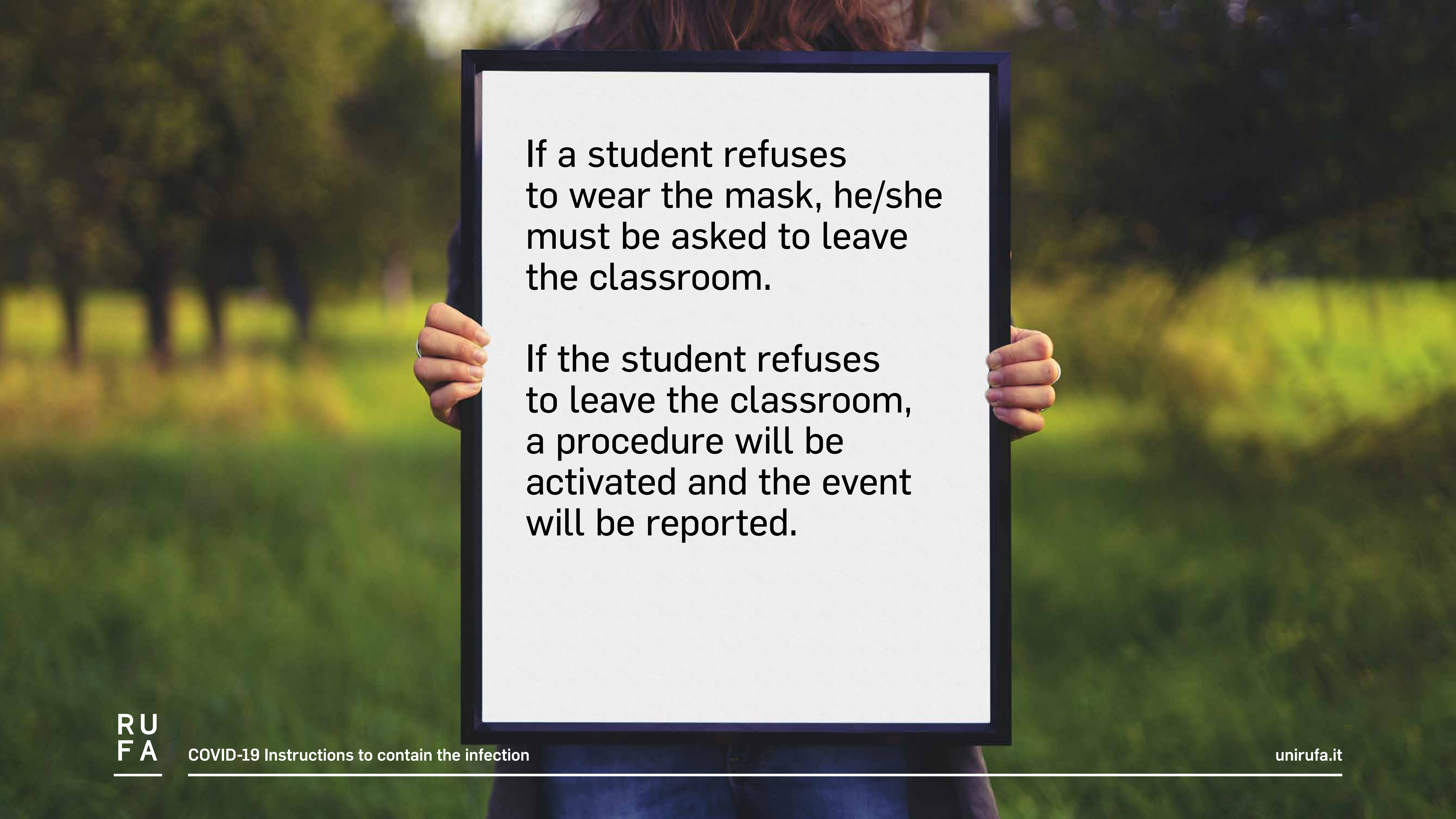
MASK - WHEN SHOULD YOU USE IT



Access to the academy takes place wearing a surgical mask or equivalent.

During the course of the lesson:

- a)** if the lecturer is in his/her desk, he/she may not use the mask;
- b)** if the lecturer intends to verify the papers, approaching or interacting closely with the students, everyone must always wear a mas;
- c)** in case of particular and restricted activities (for example photo shoots, video shoots etc.) it is possible not to wear the mask for the limited time necessary to carry out the activity itself, but always respecting the interpersonal distance of 1 meter.

A person with long brown hair is holding a large white sign with a dark blue border. The sign contains two paragraphs of text. The background is a blurred park scene with green grass and trees.

If a student refuses
to wear the mask, he/she
must be asked to leave
the classroom.

If the student refuses
to leave the classroom,
a procedure will be
activated and the event
will be reported.

IF YOU HAVE A FEVER OR FLU SYMPTOMS STAY AT HOME

In case of a fever or symptoms do not leave your home and contact your general practitioner (GP) **by phone** or first-aid station:

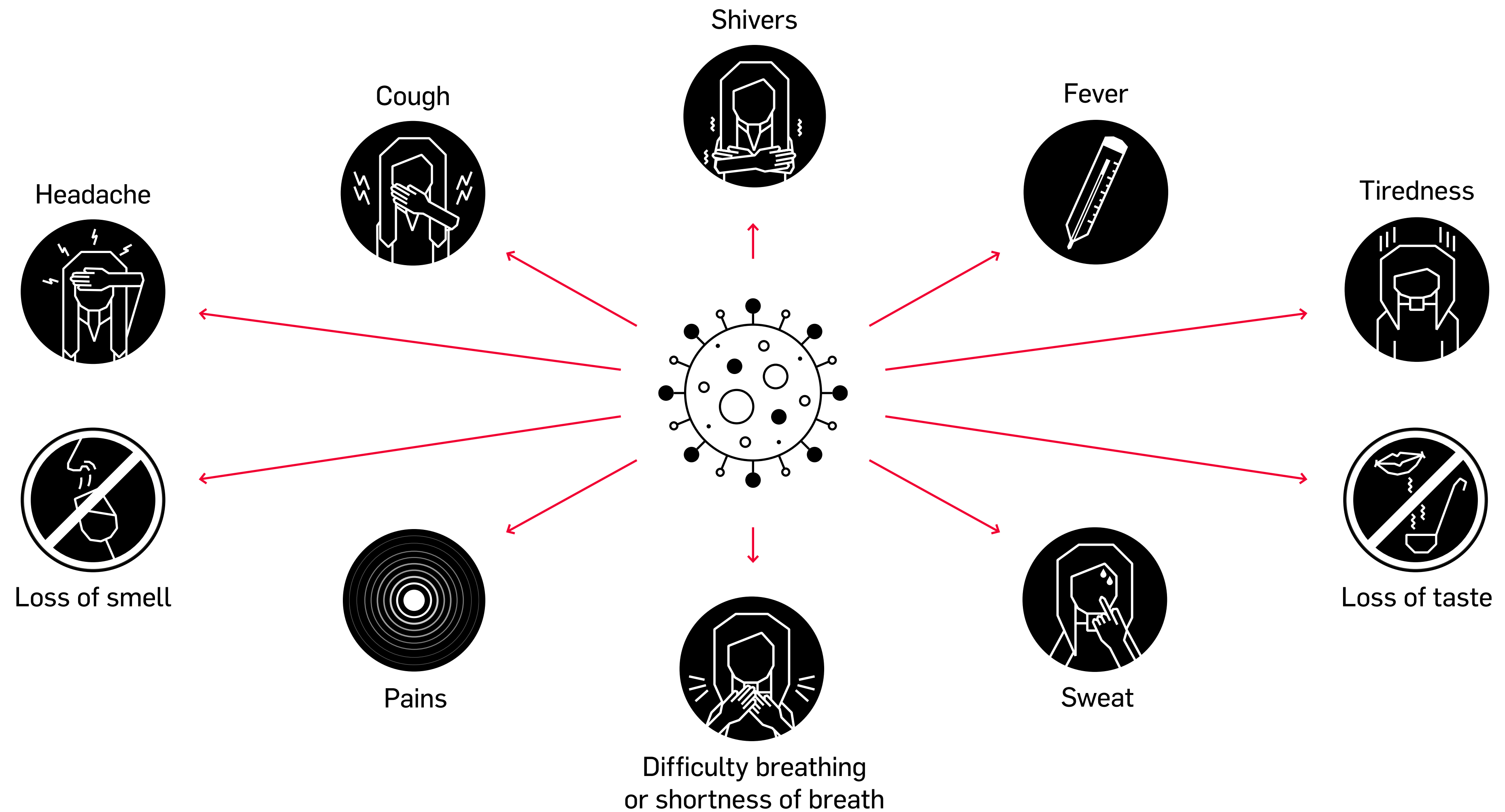
800 118 800 - Lazio Region

1500 - National number



DO NOT TAKE ANTIVIRAL MEDICINE OR ANTIBIOTICS WITHOUT A DOCTOR'S PRESCRIPTION.

COVID SYMPTOMS

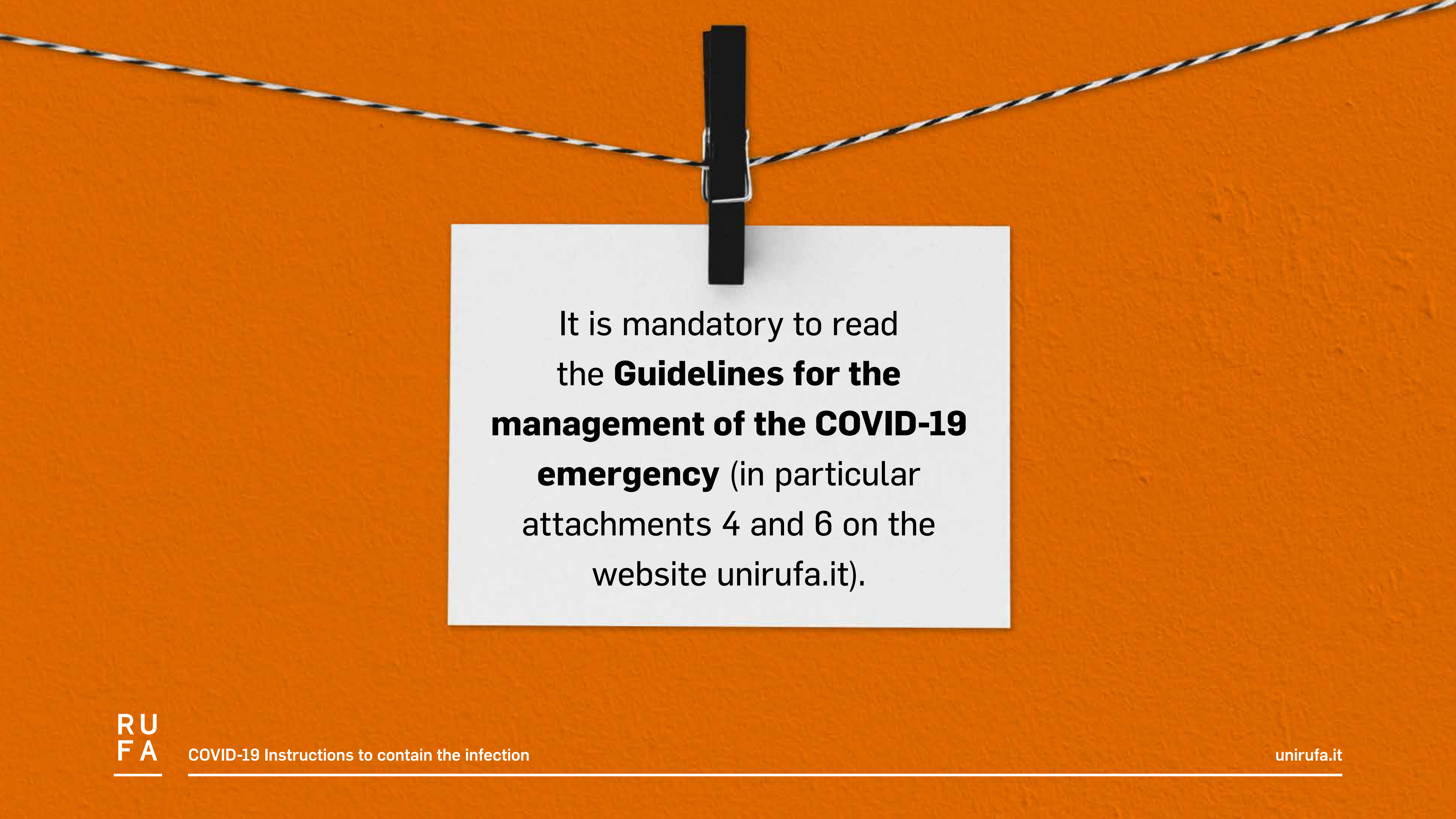


WHO CAN YOU CONTACT AT RUFA?



Ernesto Pastore
COVID-19 Officer

Email: referentecovid@unirufa.it



It is mandatory to read
the **Guidelines for the
management of the COVID-19
emergency** (in particular
attachments 4 and 6 on the
website unirufa.it).

DOWNLOAD THE APP



