

# COVID-19 EMERGENCY MANAGEMENT GUIDELINES FOR IN-PERSON AND DISTANCE LEARNING

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*This document contains the indications for carrying out in-person teaching activities in health and safety.*

*All workers, students, users and external staff who access RUFA have the personal responsibility to apply the measures indicated in this document.*

*All members of RUFA staff must constantly raise the students' awareness of the need to always comply with the following health and safety measures.*

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## **INTRODUCTION**

To better manage the prevention measures of the COVID-19 epidemic, while remodelling of the educational activities RUFA - Rome University of Fine Arts has prepared a **Plan for the control of the exposure to and transmission of the virus (PCTV)**.

*Based on the results of the risk assessment, the PCTV intends to:*

- a) provide people who access the Academy to carry out the activities it offers with information regarding the procedures to follow and the devices to use, so as to carry out all activities safely;*
- b) guarantee adequate hygien conditions, in compliance with the provisions of the competent authorities;*
- c) monitor, manage and adapt the PCTV to the evolving situation and to the legal regulations that will be adopted from here on.*

## **HEALTHCARE FRAMEWORK**

The SARS-CoV-2 virus has been classified by the World Health Organization (WHO) as belonging to "Danger Group 3". According to this classification, during an outbreak, the risk from occupational exposure can vary according to the type of activity.

The classification reported in the methodology based on the model developed through the "O'NET" data by the "Bureau of Labor of Statistics" in the United States of America (source: O \* NET 24.2 Database, US Department of Labor, Employment and Training Administration) indicates:

- a) Low risk of exposure: activities that do not require contact with people infected (or suspected to be infected) by SARS-CoV-2, nor frequent close contact (within 1 meter) with the general public and other colleagues.
- b) Medium-low risk of exposure: activities that involve frequent and / or close contact (within 1 meter) with potentially infected people. Activities that involve frequent contact with the general public or colleagues.
- c) Medium-high exposure: healthcare activities and activities involving close contact with infected people.
- d) High exposure risk: activities involving exposure to high concentrations of the virus (laboratory activities, collecting and handling infected samples, health care activities involving the formation of aerosol).

**Based on this classification, the educational activities carried out by RUFA - Rome University of Fine Arts involve a low or, limited to some activities, medium-low risk of contagion.**

### **OBJECTIVE**

The purpose of this document, to be integrated with the other regulations already drafted, is to formalize, in a single place, all of the provisions and technical-organizational measures that RUFA has adopted up to now and will adopt later to apply all of the measures issued by the Prime Minister, the Ministry of University and Research, the Ministry of Health, the Lazio Region and the Municipality of Rome. RUFA has used the Prime Ministerial Decree of the 23rd of February 2020 (and following ones) as a reference and starting point, so as to counter the spread of the disease called COVID-19. This set of rules should be considered as an integral part of the DUVRI Risk Assessment Document.

The measures are defined on the basis of the activities and divided into different procedures:

- **Title 1 - Procedures for the prevention of risk during work activities;**
- **Title 2 - Procedures for the management of education;**
- **Title 3 - Procedure for the management of aeraulic systemes;**
- **Title 4 - Procedure for accessing, workers of external companies;**
- **Title 5 - Blended educational offer plan.**

### **GENERAL RULES**

All staff, students, any guests and external workers need to comply with the national and local regulations issued and currently valid.

**It is everyone's responsibility to keep constantly updated on the provisions in force and to stricly respect the rules in order to contribute to the reduction of the risk of contagion from COVID-19.**

In particular, it is mandatory not to leave your home if:

- your body temperature is higher than or equal to 37.5°;
- you have or are beginning to experience flu symptoms;
- if you are required by local and/or health authorities to obey restrictive measures, such as mandatory quarantine or self-quarantine, or if you are waiting for the results of tests to confirm the presence

- of Covid-19 infection;
- you are aware of having come into close contact with people diagnosed with Covid-19 over the last 14 days;
  - you come from areas identified as at greater risk and in which restrictive measures have been established by the competent authorities
- In case of fever or flu symptoms it is mandatory not to leave your home and contact your General Practitioner (GP).
  - In-person meetings and personnel training courses are not allowed when it is not possible to guarantee a minimum distance of at least 1 meter. In this case, call conferences, streaming and e-learning or distance learning tools (FAD) will be preferred.
  - RUFA is allowed to carry out all of the activities permitted at a regulatory level, while obviously respecting the measures established by the legislator.

In order to facilitate the tracking and identification of the so-called close and casual contacts students, lecturers, technical and administrative staff are strongly invited to download the IMMUNI app and keep it on when at the Academy to better manage any possible cases.

**TITLE 1**

**PROCEDURES FOR THE PREVENTION OF RISKS  
DURING WORK ACTIVITIES**

**GENERAL RULES**

For work activities carried out in-person involving lecturers, students, staff and guests the following rules apply:

- To access the Academy one must wear the devices required by law. Currently: surgical masks or equivalent, according to the provisions of the legislator and supervisory bodies. The workers and individuals who enter the Academy are responsible for these devices. According to the procedures defined by RUFA, upon arrival at the front offices it will be possible for employees, administrative technicians or lecturers to request a surgical mask every day.
- The obligation described above also applies to all staff, visitors, guests, students, suppliers and third part workers who will need to access the spaces of the Academy for any reason. For the latter, masks are not provided, so they will have to take care of getting them.
- Anyone who is accessing the spaces the Academy (lecturers, technical and administrative staff, external company workers, students, guests or others), will have to have his/her temperature measured by staff specifically delegated by the employer and adequately trained. If the temperature is higher than 37.5 ° degrees Celsius, the worker cannot access the Academy and must promptly contact his/her general practitioner (GP) and follow his/her instructions.
  - To manage the measuring of the temperatures, access to the Academy is allowed from Mondays to Fridays from 8am to 8pm and on Saturdays from 9.30 am to 1.30 pm.
  - Movements within the Academy must be limited to the bare minimum and essential.
  - It is mandatory to follow the directions indicated by the signs.
  - Access to common areas (break areas, bars, study areas or other) is limited, and it is advisable not to stay long. A safety distance of at least 1 meter must always be maintained.
  - The use of the lifts and goods lifts will be permitted as indicated by the posted signs. Priority will be given to pregnant women and people with mobility difficulties and the use of a mask is mandatory.

The presence of staff in the offices / laboratories / work spaces must be organized so to ensure that the safety distance is respected (greater than 1 meter). For this reason the layout of the premises may be reviewed or the workstations may be temporarily relocated in different spaces (meeting rooms). If this requirement cannot be guaranteed, smart working is encouraged (also in shifts).

- The use of the mask within the offices is regulated according to what is reported in the management procedures of the aerologic systems. Normally it is allowed not to wear a mask only in offices, unless they have a centralized ventilation system with air recirculation.
- Front office activities should be as limited as possible. When it is not possible to perform the service remotely, the encounters must be organized in such a way as to guarantee a distance between the staff and user that is over 1 meter. Compatibly with the times and means of supply, they will be equipped with separation screens.
- The staff of the refreshment points must wear the prescribed devices during opening hours and during the preparation of food / drinks.
- Information of the public authorities and official communications of the Academy must be visible and accessible to all. They are therefore published on the website, in the entrances of the buildings, in the most visible places of the premises, on notice boards or on TV monitors in the buildings.
- All people entering the Academy must disinfect their hands before entering the common workspaces. Hand sanitizing dispensers have been set up in each building;
- Compatibly with the organizational aspects and possibilities of getting them, at least one hand sanitizing gel dispenser will be distributed in every office or workplace. Before leaving the premises, each worker will have to sanitize his/her hands. By doing so handles, door surfaces and buttons that the worker will use after leaving the workplace during the day will be kept sanitized.
- The company, according to the needs of the buildings and the current policies, must maintain a constant level of cleaning and sanitation, through the means provided for in the tender contracts. The level must be adequate to the evolution of the epidemiological situation and to the regulatory provisions so as to guarantee the safety requirements.
- If established by the management, a disinfectant product may be provided directly to the staff in the offices and laboratories used by



several people in different shifts. The staff must sanitize them at the end of their shift or after using specific equipment.

- The laboratory managers and the managers of the equipment, in collaboration with the lecturers concerned, must define the correct procedures for sanitizing the equipment itself, in order to guarantee safety, to preserve the correct functioning and availability for all users. They must also evaluate the adequacy of the sanitizing products used.
- The staff must clean their hands often using the appropriate disinfectant gel and be aware of the importance of and procedures to wash their hands thoroughly and effectively before and after going to the bathroom, before and after having lunch and before entering the Academy.
- These precautions must be adopted very strictly by staff who receive objects, packages, documents (logistics, libraries, post or other). Disposable gloves are available for receiving materials.
- In the absence of separation screens staff that is in contact with the general public, front office activities must be equipped with FFP2 mask without valve or equivalent.
- The purchase and supply of PPE related to the specific risk of work activities, and therefore not related to the COVID-19 emergency, remain under the responsibility of the Academy;
- The behavioral, organizational and prescriptive aspects contained in this procedure must be communicated to all of the staff. Any updates must be communicated to all staff and other users at the Academy through the means deemed most effective.

This document must be integrated as an attachment to the DUVRI, drafted and agreed upon with the suppliers.

### **HEALTH SURVEILLANCE**

- During the periodic Health Surveillance, both the Competent Doctor and the staff must wear a mask during the visit.
- There will be both masks (to be worn before the visit) and sanitizing gel.
- Visits are by appointment only.
- Staff must respect the indicated time to avoid overcrowding.

All workers who consider themselves in a "CONDITION OF PARTICULAR FRAGILITY" (ANNEX 1) and believe that they are in need of greater protection can report this status to the employer (without indicating the

condition) in order to proceed with the assessment of need so that new measures can be adopted or the measures foreseen can continue to apply. The reports received will be forwarded to the competent doctor for appropriate assessments. The Doctor's opinion will be sent to the employer himself.

An internal task force made up of the Director, Covid officer, Staff responsible for students with disabilities / Specific learning disabilities, prevention and protection Manager, Worker's safety Representative, competent Doctor and representative of the Student Council will constantly evaluate the various critical issues and will adopt the necessary measures to solve the problems that arise depending on the evolution of the situation.

### **EMERGENCIES**

If a person at the Academy develops fever and respiratory infection symptoms, the procedure described in ANNEX 4 and ANNEX 6 will apply. For all other cases, the procedures identified in the emergency plans remain unchanged. However, a mask must always be used.

### **RETURNING AFTER AND ABSENCE DUE TO POSITIVITY TO SARS-COV-2**

If returning to the Academy after absence due to the SARS-CoV-2 virus staff and workers equivalent to staff must be examined by the Competent Doctor who will verify their suitability for the job.

To return to working in-person they must therefore achieve the work suitability certificate issued by CD.

According to the most recent scientific evidence, people who continue to test positive for SARS-CoV-2 and who have had no symptoms for at least a week (with the exception of ageusia / dysgeusia and anosmia which may persist for some time after the recovery), can interrupt the quarantine after 21 days from the beginning of the symptoms (Ministry of Health Memo, October 12 2020).

However, to be as cautious as possible, to be readmitted to work the provisions of the Protocol of 6 April 2021 apply: "Positive employees after the twenty-first day will be readmitted to work only after testing negative

to the molecular or antigenic swab carried out in a facility accredited or authorized by the health service. The employee will send this certificate, also electronically, to the employer, through the responsible doctor, if appointed ".

Please note that the national public utility number 1500, the Lazio Region toll-free number 800.118.800 and obviously the 112 number are available for information.

### **PRACTICAL INSTRUCTIONS SANITATION HYGIENE**

Each worker and student must comply with the following sanitary measures indicated by the health authorities (World Health Organization, Ministry of Health, Lazio Region):

- Wash your hands often with soap and water. The contact with the soap must last at least 20 seconds before rinsing with water, preferably warm. Alternatively use an alcohol-based disinfectant solution (alcohol concentration no less than 70%). Use disposable paper towels.

Hands must always be sanitized in the following situations:

- Before accessing the common workspaces and before leaving them in order to avoid contamination of handles, buttons and other commonly used objects;
- Before putting on the mask and after taking it off;
- Before putting on gloves and after taking them off;
- Before using dispensers for drinks, coffee, snacks, etc.;
- Before consuming food and beverages;
- Before using work equipment shared with others (telephones, equipment, etc.);
- Before and after preparing / receiving envelopes, packages, parcels, etc.;
- Before and after going to the bathroom;
- After sneezing or coughing.

To this end, hand sanitizing gel dispensers have been set up in each building and in the common areas.

- Staff receiving objects, packages, documents (logistics, libraries, post or other) must wear disposable gloves when handling these objects and must sanitize their hands often.

- The staff must avoid close contact and any form of contact such as hugs, handshakes etc., especially with people suffering from acute respiratory infections.
- In general, during social and work contacts the staff must maintain an interpersonal distance of at least 1 meter. This distance must be maintained both in the work environment (office, laboratory, meeting rooms, classrooms) and in the common areas (break areas, bars, gardens and more). The stay must be as short as possible.
- It is important to reduce work activities with close contact to the strict and absolute minimum necessary.
- The use of the mask is always mandatory when sharing workspaces.
- Avoid sharing bottles, glasses, cutlery and other types of cutlery with other people.
- Do not touch your eyes, nose and mouth with unwashed hands.
- In offices and laboratories used by several people in different shifts each worker, after having used them, must personally provide for the sanitation of the equipment and surfaces shared (desk, mouse, telephone, keyboard, etc.).
- The use of lifts and goods lifts will be allowed as prescribed by the posted signs and the use of a mask will be mandatory. In any case, priority will be given to pregnant women and people with mobility difficulties.
- When possible, it is necessary to frequently air out the rooms by opening the windows.

Each worker is also required to report any shortcomings, critical issues or non-compliances with these measures.

### **ACTIVITIES IN CONTACT WITH THE GENERAL PUBLIC**

In compliance with the Prime Ministerial Decree and regional legislation, activities in contact with the general public must be reduced to the minimum.

Among the prevention measures to be adopted:

- the operator must maintain a distance of at least 1 meter from the user and between the various users;
- surfaces must be repeatedly and thoroughly cleaned with water and detergents. Disinfectants based on 0.1% sodium hypochlorite or 70% ethanol must then be applied;

- Hand hygiene dispensers containing alcohol-based gels with an alcohol concentration of not less than 70% must be available;
- Informative material for hand hygiene, respiratory hygiene and social distancing must be distributed;
- Staff in contact with the general public must be equipped with FFP2 masks without valve or equivalent. This PPE must be worn during their work activity in close contact with external people. The mask must be worn following the specific procedures indicated in ANNEX 5;
- Reduction and regulation of user access in order to avoid the simultaneous presence of people;
- Frequently air out spaces that are open to the public.

### **CLEANING AND DISINFECTING METHODS**

The Academy has established a specific sanitation procedure to clean the environments (workstations, offices, classrooms) where there have been cases of COVID-19. The procedure can be implemented when the event is reported.

### **USE OF MASKS**

Surgical masks are not considered personal protective equipment (PPE). However, they are essential to limit contamination that may occur from a person with respiratory symptoms (coughing, sneezing).

The use of the mask helps to limit the spread of the virus, but must be adopted in addition to other respiratory and hand hygiene measures. To be effective masks must be worn, removed and disposed of properly. Before putting on a face mask, clean your hands with an alcohol-based disinfectant or soap and water (contact with soap should last at least 20 seconds before rinsing with water, preferably warm).

When covering your mouth and nose, make sure that there are no gaps between your face and the mask.

Avoid touching the mask while using it and, if necessary, clean your hands thoroughly with an alcohol-based cleaner or soap and water.

To remove the mask: remove it without touching the front of it and dispose of it. Clean your hands with an alcohol-based cleaner or soap

and water.

**According to the current legal provisions and the risk assessment it is mandatory to wear the surgical mask:**

- **During work in the presence of other people or in a room where there is a centralized recirculating ventilation system;**
- **In a closed and confined environment with little possibility of airing when there are other people;**
- **When using lifts and/or goods lifts;**
- **If you suspect that you are sick or if you are assisting sick people.**

#### **MANAGEMENT OF A SYMPTOMATIC PERSON IN THE ACADEMY**

The procedures for the management of possible positive cases in the Academy are described in ANNEX 4 and ANNEX 6.

## TITLE 2

# PROCEDURE FOR THE MANAGEMENT OF EDUCATION AT THE ACADEMY

### GENERAL RULES

**For the first semester of the Academic Year 2020/2021 RUFA provides education in a "blended" mode, ie carried out partly in-person and partly online, in compliance with the provisions of the current legislation.** All the classrooms have been set up to ensure spacing, initial and final cleaning. Hand sanitizing dispensers are available in order to carry out lessons in safety and tranquility. As we are still in an emergency phase, users must comply with specific safety measures for the protection of their health and that of others. Staff, students, any guests and external workers, must comply with the national and local provisions issued and currently valid. **It is the responsibility of each individual to keep constantly updated on the regulatory provisions in force and to strictly observe the regulations in order to contribute to the reduction of the risk of contagion from COVID-19.** The responsibility of everyone (not only in the work or study place) will reduce the risk of contagion and disease.

In particular, it is mandatory not to leave your home if:

- Your body temperature that is higher than or equal to 37.5° degree Celsius;
- You have or are beginning to experience flu symptoms;
- If you are required by local and/or health authorities to obey restrictive measures, such as mandatory quarantine or self-quarantine, or if you are waiting for the results of tests to confirm the presence of Covid-19 infection;
- You are aware of having come into close contact with people diagnosed with Covid-19 over the last 14 days;
- You come from areas identified as at greater risk and in which restrictive measures have been established by the competent authorities.

In case of fever or flu symptoms it is mandatory not to leave your home and contact your General Practitioner (GP).

- To access the Academy you must wear surgical masks or equivalent. These devices, imposed by the regulations to allow everybody to reach

their work/study place or for any other kind of trip, are under the responsibility of the user.

- Students, lecturers and staff can still request a surgical mask at the front office in via Benaco 2 and via degli Ausoni 7. This does not apply to suppliers and third part workers.
- Access to RUFA is allowed from Mondays to Fridays from 8am to 8pm; on Saturdays from 9.30 am to 1.30 pm.

### **ACCESS TO THE ACADEMY AND MEASUREMENT OF BODY TEMPERATURE**

- Students who intend to access the Academy to attend lessons, to take part in exercises, laboratories and workshops are required to:
  - Access the Academy wearing a mask;
  - Access the classroom no later than the established time, sit in the workstation reserved for them and wear a mask;
  - Wait for the lecturer to arrive, while continuing to wear the mask.
- The lecturer before starting the lesson must measure the temperature of those present and note down the results;
  - If the body temperatures are normal, the lesson may proceed;
  - If the values were higher than 37.5° degree Celsius, the procedures indicated in ANNEX 4 and ANNEX 6 apply.

In the event that, for any reason or due to force majeure (absence of the lecturer or the Director's delegate due to health reason), it is not possible to measure the temperature, students are obliged to fill in a self-certification form, as indicated in ANNEX 10, which will be provided by the Front desk and / or by the lecturer and / or by another employee.

**Students will be able to remove the mask if the legislation in force at that time allows it and the educational needs require it, while maintaining the distance and staying seated in the station assigned to them.**

**Students that have particular conditions that cannot wear the mask do not have to use it. However, they must submit a specific certification issued by a body accredited by the National Health Service.**



During the course of the lesson:

- a) if the lecturer is in his/her desk and if the regulations allow it, he/she may not use the mask. The teaching has been adapted to the spaces. The places in the classroom that can be used by the students are placed at the distance established by the national Technical Scientific Committee;
- b) if the lecturer intends to check papers, approach or interact more closely with the students everyone must always wear a mask;
- 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.

### **CARRYING OUT ACADEMIC ACTIVITIES**

To carry out academic activities, the Academy has set up a timetable that will allow a certain number of students to attend lessons in the classroom while respecting the mandatory distancing.

- 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, transit and stay in the interior spaces of the Academy and in the classrooms is allowed only to those who wear a mask. In case of crowding at the exit of the premises and in the spaces of the Academy, it will be necessary to wait so that the interpersonal distance of at least 1 meter is guaranteed. Transit in the corridors and in the common areas must be in compliance with the signs.
- It is forbidden to stop and create gatherings in the corridors and in the transit areas. The corridors must be used only for moving between the classrooms and if necessary the common areas or study areas.

In general users must keep to the right when moving through in the corridors and stairs, unless otherwise indicated.

- In general, access to and exit from the classrooms must be in strict compliance with the signs.
- A sanitizing gel dispenser has been set up at the entrance or inside each classroom. Anybody accessing the classroom must sanitize his/her hands before entering.
- Students must enter using their own mask.
- It is mandatory for students to wear a mask for the entire time spent in the classroom.

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.

- To allow for in-person lessons that respect the correct spacing it has been necessary to adjust the maximum capacity of the classrooms to the prescribed distancing, reducing the number of seats by approximately 50%. All the classrooms have been set up with a clear indication of the workstations that may be used. Some courses have therefore been split into classes of specific groups of students. Students must respect the turns by following what is indicated in the published lesson timetable for each class.
- The maximum number of students that can access the classroom coincides with the stations indicated by the signs (ATTACHMENT 2).

The lecturer will invite any additional student to leave the classroom and follow the lesson remotely, possibly using the study spaces. The lecturer will be responsible of informing the Management if the classroom is too small.

- During the course of the lesson, and if the regulations allow it, the lecturer may not use the mask when in his/her desk.

The workstations in the classroom that can be used by students are positioned at the distance required for this type of interaction by the national "CTS". If the lecturer wants to get closer to the students or interact more closely with them during the evaluation of papers, he/she must always wear a mask. For particular activities (for example photo shoots, video shoots or other) it is possible not to wear the mask for

the time necessary to carry out the activity itself, while respecting the interpersonal distance of 1 meter.

- If during the lesson the lecturer or a student has flu symptoms or if people who have been in the classroom test positive for COVID-19, the procedures indicated in ANNEX 4 and ANNEX 6 will apply.

According to the most recent scientific evidence, people who continue to test positive for SARS-CoV-2 and who have had no symptoms for at least a week (with the exception of ageusia / dysgeusia and anosmia which may persist for some time after the recovery), can interrupt the quarantine after 21 days from the beginning of the symptoms (Ministry of Health Memo, October 12 2020).

However, to be as cautious as possible, to be readmitted in-presence at the Academy the provisions of the Protocol of 6 April 2021 apply: "Positive students after the twenty-first day will be readmitted only after testing negative to the molecular or antigenic swab carried out in a facility accredited or authorized by the health service. The student will send this report, also electronically, to the COVID-19 RUFA officer".

### **ACCESS FOR STUDENTS COMING FROM ABROAD**

RUFA adapts to the regulations in force. Because of this the students, lecturers and collaborators that come from Countries of the European Union, the Schengen area and Israel are not required to quarantine if they have tested negative to covid-19 through a swab-test taken within the previous 48 hours. Also those who have been vaccinated must take a swab-test.

Those who come from Great Britain, even they have tested negative to covid-19 through a swab-test, must quarantine for 5 days. It is advisable to carry out a quick swab-test within a maximum of 4 days of entering in Italy.

Students who come to Italy from abroad to spend a period of studies at RUFA, are required to:

- 1) present their negative swab test result at the airport. The test should be taken in their country /country where they are coming from and must have been carried out within 72 hours of their arrival in Italy.

- If the student doesn't need to take a plane, he/she is required to send a copy of the test result to RUFA;
- 2) communicate their residence address in Italy before departure, so as to facilitate tracking activities;
  - 3) once they arrive in Italy, they must isolate for 14 days starting from the day of arrival. In the event of Covid-19 symptoms, they must notify the competent health authority;
  - 4) as an alternative to isolation (only if the laws allows it), the student can carry out a test at an authorized Italian center and transmit the results to RUFA. In case of a negative result they can start attending in person.

RUFA complies with the current regulations, which exempt students, teachers and staff from the EU and Schengen countries, as well as Great Britain and Israel, from the quarantine requirement if they have a negative swab within the previous 48 hours.

People who have had a vaccine should also be swabbed. A rapid control swab should be carried out no more than 4 days after entry into Italy.

**TITLE 3**

**PROCEDURE FOR THE MANAGEMENT OF AERAILIC SYSTEMS**

**SCENARIO**

RUFA is composed of severak buildings scattered throughout the city. The building stock is heterogeneous both from an architectural and plant point of view, with different solutions for heating, cooling and airing systems.

As far as this document is concerned, the systems will be divided into Two categories: systems with centralized management and control and systems partially managed by the user.

**CENTRALIZED SYSTEMS**

The complex management of the centralized systems is entrusted to expert technicians who take care of their setting and guarantee their proper functioning for the welfare of the users. The user must report any critical situations. In this phase of the COVID-19 emergency management RUFA has chosen to manage the aforementioned plants in accordance with the indications of ISS and AICARR, in line with the requirements of the current legislation.

Action was taken by eliminating or reducing, as far as technically possible, air recirculation in the rooms. The systems were kept active in order to ensure the airing of the rooms with only, or predominantly, external air.

Even in the presence of only centralized systems users always have the possibility to intervene independently to improve their well-being by opening doors and/or windows when possible.

**INSTALLATIONS WITH USER CONTROL**

In several rooms of the Academy there are only systems that treat the air through recirculation (basically cooling or heating it). This means that these systems do not require airing to work. They are fan-coil or split

systems. These systems generally allow the user to set the temperature and air speed through controls that may vary depending on the type of machine.

### **CONTAINMENT MEASURES CONTAGION RISK**

The measures taken to contain the risk of contagion are:

- if the room is occupied by one worker, he/she can turn the fan-coil or the split systems on according to what he/she deems appropriate without having to use a mask. If a colleague or a guest arrives in the same room, both workers must wear a mask;
- if the room is occupied by several workers at the same time, when the fan-coils or split systems are on, the workers must wear the mask even if there is a distance of over 1 meter (except if there are separation screens).

In both cases it is advisable, following an evaluation of the weather conditions and if technically feasible, to frequently or constantly air the spaces by opening the windows.

Another indication that is valid for both situations is to prefer prolonged operations (avoiding repeated switching on and off) and minimizing the air speed in order to limit any air flows.

It must be emphasized that the aeraulic systems are designed to operate in a different way than the one described above. By eliminating recirculation and by opening the windows a greater protection from a microbiological point of view is guaranteed. However the well-being standards provided from a microclimatic point of view will not be the same. For this reason, all workers of the Academy are required to have greater tolerance in assessing their well-being in their workplaces.

### **ADDITIONAL TECHNICAL EQUIPMENT**

According to the EPA (Environmental Protection Agency) and the ISS (Higher Institute of Health), indoor levels of air pollutants can be 2 to 5 times higher than outdoor levels. According to the World Health Organization (WHO), 40% of all buildings are potentially dangerous

to health, due to the polluted air that forms inside them. Pollutants can cause: eye and skin irritation, lung irritation, sore throat, fatigue and disgust from bad smells.

In order to improve the air quality and eliminate possible elements of contagion, RUFA has installed SHU air purifiers in its premises. These devices are the only ones currently on the market that use state of the art technology, also used in NASA's aerospace stations. The system, active 24 hours a day, is already capable of eliminating more than 95% of viruses, bacteria and molds present in the environment in the first 90 minutes of use.

Unlike the other purification systems on the market, SHU does not just purify the air that passes through the catalyst, but releases a dense number of molecules into the environment which purify (ROS - Reactive Oxygen Species - Reactive to oxygen species).

SHU, through AHPCO technology, produces titanium dioxide ions which, thanks to the action of light and air humidity, activate a decomposition reaction of harmful organic and inorganic substances: only the oxygen and hydrogen molecules. Titanium Dioxide, natural titanium oxide, is considered a safe and harmless substance for human health. It is the most common photocatalyst and has many advantages.

Photocatalysis, in fact, is the natural phenomenon through which a substance called photocatalyst modifies the speed of a chemical reaction through the action of light (natural or artificial). It is similar chlorophyll photosynthesis. The two elements in contact with the surface coating favor the the reaction and the consequent decomposition of organic and inorganic substances.

The SHU system used by RUFA:

- improves respiratory functions;
- helps the fluidization of mucus;
- reduces the chances of migraines caused by an enclosed environment;
- improves the quality of sleep;
- improves mood by regulating serotonin;
- reduces the spread of bacterial and viral diseases carried by the air;
- increases the level of oxygen in the blood by improving circulation;
- helps stabilization after physical exertion;

- improves the activity of the muscular system;
- improves visual and sensorimotor functions;
- improves resistance to temperature changes;
- eliminates microorganisms;
- sanitizes air and surfaces;
- eliminates odors without having to resort to the use of chemicals;
- eliminates mold from any surface;
- eliminates chemical contaminants (VOC) that are present and produced in the environment;
- Electronically charges the suspended dust which settles faster;
- Drastically reduces the development of mites that proliferate in hot-humid environments and feed on organic residues and molds;
- Eliminates the electrostatic charges produced by electrical systems (computers, monitors or other).

**PRECAUTIONS FOR ALL OF THE STAFF**

It is necessary to repeat that the behavior of individuals is fundamental to contain a possible contagion:

- constantly sanitize hands by washing or using gel;
- always wear the mask when traveling or in common areas;
- maintain the distance from colleagues or in any case from other people present;
- clean and sanitize, even first-hand, the equipment and furnishings we use, especially if shared.



**TITLE 4**

**PROCEDURE TO ACCESS  
WORKERS OF EXTERNAL COMPANIES**

**GENERAL RULES**

Before accessing the Academy and during their stay all external workers (suppliers, visitors, operators of contracted companies, others) must first of all read the following information and the instructions:

- people with COVID-19 symptoms (fever, with a temperature above 37.5° degree Celsius, cough, breathing difficulties) are not allowed to enter the Academy;
- before accessing the spaces of the Academy specifically trained staff delegated by the employer will measure the temperature. If the detected temperature is higher than 37.5 ° degree Celsius, access will not be allowed and the worker must promptly contact his doctor and follow his/her instructions;
- they must disinfect their hands and use the devices prescribed by law, such as a mask or other suitable PPE devices before accessing the spaces of the Academy;
- if it necessary to access closed rooms and spaces, they must properly disinfect their hands with disinfectants before and after entering;
- they must stay in the Academy only for the time that is necessary;
- access to the spaces of the Academy must take place with the devices prescribed by law;
- each external person must be equipped with their own PPE and sanitizing gel;
- when necessary Access to closed rooms and spaces must be preceded and followed by proper hand sanitation with disinfectant solutions;
- the stay in the Academy must be limited to the time necessary to carry out the activity;
- external workers are authorized to access only the spaces where the activity for which their presence is motivated takes place;
- inside the spaces of the Academy it is necessary to respect the indications indicated by the signs;
- you must be responsible of disposing of your PPE. It must not be left in the Academy after being used.

It is mandatory to always follow the correct hygiene practices indicated by the regulations in force:

- 1) maintain an interpersonal distance of at least 1 meter;
- 2) avoid contact (handshakes, hugs, etc.);
- 3) sanitize your hands often;
- 4) cover your nose and mouth if you sneeze / cough and then disinfect yourself.

### **FINAL NOTES**

In this period of emergency everybody's collaboration is necessary to try to limit the inconvenience as much as possible in order to contain possible critical situations.

**TITLE 5**

**BLENDED EDUCATIONAL OFFER PLAN**

**SCENARIO**

Following the SARS-CoV-2 health emergency, the Ministry of University through note 798 of the 4<sup>th</sup> of May 2020 provided the indications that the Afam sector (Higher education Institutions for Arts and Music) is required to observe in the context of the so-called "Phase 2" and "Phase 3".

The note establishes that the teaching staff must ensure the online learning mode, using available IT or technological tools.

Integrated digital education (DDI) means innovative teaching/learning methodology. It is aimed at all students as it is a complementary teaching method that integrates or replaces (in emergency conditions) the traditional in-person learning experience through the aid of digital platforms and new technologies. The DDI is the teaching tool that allows to ensure learning both in the event of a new lockdown, and in the event of quarantine or self quarantine of individual lecturers and students and of entire class groups. The DDI is aimed at students who have frail health conditions (appropriately certified and recognized), allowing them to benefit from the online learning mode. With this tool it is also possible to meet particular learning needs such as those dictated by prolonged absences due to hospitalization, medical therapies, family needs.

More specifically, DDI is a tool that is useful for:

- a) disciplinary and interdisciplinary insights;
- b) the personalization of the courses and the making up for missed learning;
- c) the development of academic and personal skills;
- d) improving the effectiveness of teaching in relation to different learning styles;
- e) respond to the needs dictated by certain special educational needs (disabilities, specific learning disabilities, linguistic disadvantage, fragility due to emotional or socio-cultural conditions).

Digital learning can take place in synchronous and asynchronous mode. The variability consists of the interaction between the lecturer and group of students. The two modalities contribute synergistically to the achievement of learning objectives and the development of personal and disciplinary skills.

The synchronous activities are carried out through real-time interaction between lecturers and students. More specifically, the following are to be considered synchronous activities:

- live videolessons, intended as interactive audio-video communication sessions in real time, also including oral verification of learning;
- carrying out exercises such as the creation and revision of written, art/design documents and more, also in digital format or more or less structured tests with real-time supervision of the lecturer.

The asynchronous activities are carried out without real-time interaction between the lecturer and the group of students. Structured and documentable activities carried out with the help of digital tools are to be considered asynchronous activities, such as:

- individual or group in-depth study with the aid of digital teaching material provided or indicated by the lecturer;
- viewing of videolessons, documentaries or other video material;
- exercises, production of written / multimedia reports or creation of digital artifacts as part of a project work.

The normal activity of personal studying of the academic contents by the students is not included among the asynchronous activities, as the asynchronous distance teaching must be understood as a structured and documentable teaching-learning activity that allows students to carry out individual practices and/or diversified projects for small groups.

The online learning units can also be carried out in a mixed mode, or alternating moments of synchronous teaching with moments of asynchronous teaching, even within the same lesson. By appropriately combining synchronous teaching with asynchronous teaching, it is possible to create meaningful and effective learning experiences in inverted modes or episodes of situated learning with a first presentation/delivery phase, an autonomous or small group confrontation/production phase and a last plenary phase of verification/feedback.

The design of the DDI must take into account the context and ensure:

- the sustainability of the proposed activities;
- an adequate balance between synchronous and asynchronous activities;
- a general level of inclusiveness towards any special educational needs.

Making sure that the contents and methodologies are not the mere online transposition of what is usually done in-person.

The DDI proposal must be part of a shared pedagogical and methodological framework that promotes the autonomy and sense of responsibility of the students. It must guarantee the homogeneity of the academic offer of the Academy in compliance with the learning outcomes set for the different study courses.

The Academic Organizational Plan (POD) drafted by RUFA has defined the layout of the classrooms to establish the maximum number of students that can attend on the basis of the requirements of the CTS, after careful analyzing and measurement of the available spaces and taking into account the guidelines issued by the Ministry of University and Research, RUFA activated in a simultaneous mode in-person learning and integrated digital learning based on the maximum capacity of the classrooms, to allow the distancing indicated in the CTS Technical Document (May 28, June 26, 2020 supplement, August 12, August 31). Based on the capacity of the classrooms available in the premises and in relation to the number of students, students were divided alphabetically into groups which will attend in-person and online by alternating weeks.

The lessons will take place simultaneously in person and remotely thanks to the WEBEX platform. Through this type of organization each group will have exactly the same number of days of in-person and online attendance during the academic year.

The exams carried out through the DDI follow the same criteria as the exams carried out in-person. In particular, the evaluations carried out by the lecturers during the course are: simple oral or written feedback, evaluations at the end of one or more modules or learning units and the intermediate and final evaluations carried out during the official exam.

The lecturer records the results of the exams carried out through the DDI in the same way as the tests carried out in-person. The assessment for the Bachelor and Master of Arts programs is made on the basis of the acquisition of knowledge, understanding and skills identified as specific

learning objectives, as well on the basis of the development of personal and disciplinary skills.

### **TECHNOLOGICAL EQUIPMENT FOR CLASSROOMS AND CONNECTIONS**

RUFA has completed the purchase procedures of the necessary technological equipment to ensure integrated teaching, in-person and online. Each classroom was equipped with a PC/iMAC with camera and microphone connected to a VIDEO PROJECTOR or MONITOR on the wall, visible both to the group in the classroom and to the students online. The lessons will take place in synchrony: on the basis of the digital infrastructures available where RUFA offices are, the connections have been strengthened through the stipulation of new contracts with the managers of the data and fiber lines that ensure the sustainability of the overload.

### **ORGANIZATION OF THE LESSON**

The roll call will take place for the entire class, as the organization of the groups is fixed and therefore it is possible to establish with certainty, each week, who is attending in person or online.

The online remote group must remain connected 45 minutes/hour. Therefore, the topic of the lesson must be made clear and it must be carried out taking into account the breaks that must be provided for online students. The need to grant a break also provided for by Legislative Decree 81/2008 (15 minutes every 120 minutes spent in front of a screen).

### **ACCESS/EXIT MODES, SCHEDULE, BREAKS**

The organizational plan identifies the possibilities of monitoring the entry and exit of students in each building. Students are obliged to use a mask inside the classroom, seated in their respective stations at a distance. This is mandatory to move both inside and outside the classroom. Access will take place through access modes according to the entrances of each building of the Academy and the expected number of students. The breaks can be held in the classroom or in the open spaces (if available).

### **STARTING THE LESSON**

Students must be in their own stations before the lecturer enters the classroom, remaining seated and without removing the mask.

Before starting the lesson the lecturer must do the roll call and measure the temperature of each student present in the classroom, noting it down and proceeding according to plan in case of symptoms. Once the temperature measurement phase has been completed the students will be able to remove the mask to follow the lesson if the regulations allow it and if the educational needs require it.

Students must still maintain a distance of one meter and put on the mask if they get up from the station.

People with particular conditions that make their use incompatible are not required to use a mask. In this case they must submit a special certification issued by the body accredited by the National Health Service.

### **ACCESS TO TOILETS AND DINING AREAS**

To avoid crowds, access to the toilets is also allowed during lessons. The use of vending machines is allowed while avoiding gatherings and respecting the social distance.

### **COMMON AREAS AND MOVING WITHIN THE ACADEMY**

All common areas, adequately ventilated, can be accessed by a limited number of students for a limited time and while maintaining the safety distance. In the corridors one must keep to the right.

### **EXTERNAL SPACES TO ENTER THE ACADEMY**

While having no power over the external areas of the Academy as they are of the City, RUFA invites students, lecturers and technical and administrative staff not to stop in these areas, thus avoiding any possible form of gatherings- Should it be necessary, one must wait for one's turn to enter the Academy. It is mandatory: a) to wear a mask, b) to respect the interpersonal distance of 1 meter.

**CANCELLING AND/OR LOCKDOWN**

In the event that the measures to prevent and contain the spread of SARS-CoV-2 and the COVID-19 disease indicated by the Department of Territorial Prevention require that the in-presence lessons of one or more groups of students must be cancelled, from the following day and for the entire duration of the effects of the provision online learning activities will start in synchronous and asynchronous mode on the basis of a weekly timetable specially prepared by the Management and approved by the lecturers.

In the event that the measures for the prevention and containment of the spread of SARS-CoV-2 and the COVID-19 disease concern individual students or small groups, they will be able to continue to attend online synchronously and / or asynchronously and in compliance with the established learning objectives.

In order to guarantee the right to learning of students considered in conditions of fragility towards SARS-CoV-2 or exposed to a potentially greater risk towards COVID-19 infection, these students will be able to attend study courses entirely online, in a synchronous and/or asynchronous mode and in compliance with the established learning objectives.

In the event that, within one or more classrooms, the number of students affected by the prevention and containment measures is such that it is not possible to guarantee in-person and remote learning in a simultaneous mode, for organizational reasons the learning activities will take place online for all of the students of the classes concerned.



**ATTACHMENT 1**  
**CONDITIONS OF PARTICULAR FRAGILITY**

The "conditions of particular fragility" include, but are not limited to, the following examples:

- pregnancy;
- chronic diseases affecting the respiratory system (including severe asthma, bronchopulmonary dysplasia, cystic fibrosis and chronic obstructive bronchopathy-BPCO);
- diseases of the cardio-circulatory system, including congenital heart disease;
- diabetes mellitus and other metabolic diseases (including obesity with a bmi > 30);
- chronic renal/adrenal insufficiency;
- diseases of the hematopoietic organs and hemoglobinopathies;
- tumors;
- congenital or acquired diseases that involve deficient production of antibodies, immunosuppression induced by drugs or HIV;
- chronic inflammatory diseases and intestinal malabsorption syndromes;
- conditio associated with an increased risk of aspiration of oral secretions (eg. Neuromuscular diseases);
- chronic liver disease;
- conditions for which major surgical interventions are planned.

In the event of a lack of data, the competent doctor may ask the employee to provide additional health documentation useful for proving the particularly fragile condition.

## **ATTACHMENT 2 CLASSROOM - CAPACITY RATIO**

### **RUFA - Via Benaco 2**

Room B01 - 14  
 Room B02 - 12  
 Room B03 - 11  
 Room B04 (Aula PC) - 12  
 Room B05 (Aula iMac) - 14  
 Room B06 - 12  
 Room B07 - 9  
 Office Meetings room - 6

### **RUFA - Via Benaco 1/b**

Room Photography room 1 - 13  
 Room Photography room 2 - 13

### **RUFA - Via Benaco 12**

Room Aula Polivalente 1 - 9/12

### **RUFA - Via Taro 14**

Room Magna "Paolo Rosa" - 29  
 Room T02 - 12  
 Room T03 / T04 (iMac Room) - 12  
 Room T05 - 11  
 Room T06 - 10

### **RUFA - Via Lariana 8**

Room L01 (IT Lab - 13  
 Room L02 (Design - 11  
 Room L03 (Higher education) - 7

### **RUFA - Via degli ausoni 7/A**

Room A01 (Print making) - 15  
 Room A02 (Photography room) - 7  
 Room A03 (iMac room) - 11  
 Room A04 (Painting) - 16  
 Room A06 (Sculpture) - 11  
 Room A07 (PC room) - 15  
 Room A09 (Set Design) - 13  
 Room A10 - 17  
 Room A12 - 5  
 Aula A13 - 12  
 Lab A11 (RUFA Lab) - 4

### **ATTACHMENT 3 INDICATIONS TO ACCESS THE ACADEMY**

It is possible to access RUFA:

- from Monday to Friday from 8 am to 8 pm;
- Saturdays from 9.30 am to 1.30 pm.

- **Students** who intend to access the Academy to attend lessons, to take part in exercises, laboratories and workshops are required to:
  - access the Academy wearing a mask;
  - access the classroom no later than the established time, sit in the workstation reserved for them and wear a mask;
  - wait for the lecturer to arrive, while continuing to wear the mask.
- **The lecturer** before starting the lesson must measure the temperature of those present and take note of the results;
- if the body temperatures are normal, the lesson may proceed;
- if the values were higher than 37.5° degree celsius, the procedures indicated in ANNEX 4 and ANNEX 6 apply.

**Students will be able to remove the mask if the legislation in force at that time allows it and the educational needs require it while maintaining the distance and staying seated in the station assigned to them.**

**Those who have particular conditions that cannot wear the mask do not have to use it. However, they must submit a specific certification issued by a body accredited by the National Health Service.**

During the course of the lesson:

- a) if the lecturer is in his/her desk and if the regulations allow it, he/she may not use the mask. The teaching has been adapted to the spaces. The places in the classroom that can be used by the students are placed at the distance established by the national Technical Scientific Committee;
- b) if the lecturer intends to check papers, to approach or interact more closely with the students, everyone must always wear a mask;

- 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 necessary to carry out the activity itself, but always respecting the interpersonal distance of 1 meter.

## **ATTACHMENT 4 MANAGEMENT OF SUSPECTED POSITIVE OR CONFIRMED POSITIVE CASES DURING WORK ACTIVITIES**

RUFA has appointed Ernesto Pastore as the "COVID Officer" (referentecovid@unirufa.it) who will be responsible for interacting with the Prevention Department to manage the cases.

To prevent any outbreaks of contagion, the offices of the Academy have organized themselves for an adequate "contact tracing", in accordance with the requirements of ISS indications for carrying out the academic activities.

### **CASE 1**

If on a given day the Academy becomes aware of a confirmed case of COVID-19 (for example through the Competent Health Authority) related to a student, lecturer or staff in the classroom and/or during academic activities (exams, graduations, exercises, other), the Academy will collaborate and adopt the necessary measures through the COVID Officer with the competent Health Authority (Department of Prevention - DdP).

More specifically the Academy, together with the Department of prevention:

- organizes the closure of the classroom and its disinfection and sanitization, according to the procedures indicated by the protocols in force;
- supports the "contact tracing" activity by simultaneously transmitting to the Competent Health Authority the list of lecturers, technical and administrative staff and students enrolled in the course and/or in the class where the case was confirmed in the period that goes between two days before the symptoms appeared or the test was taken and the date when the isolation began;
- in agreement with the Department of prevention, the Academy will send communications to the students and the staff concerned, recommending, as a precaution, that they stay in isolation at home, passively monitor any possible symptoms and strictly follow the provisions of the competent health authority.

It is up to the Competent Health Authority to carry out the epidemiological investigation and to identify any measures that should be implemented (eg quarantine, isolation, active surveillance, etc.) and to distinguish between "close" contacts, for which quarantine and active surveillance is required, and "casual" contacts, for which only passive surveillance is foreseen.

Returning to in-person activities is subject to the outcome of the epidemiological investigation and the recommendations of the Prevention Department.

In any case, depending on the communications and provisions received from the Competent Health Authority, students, lecturers and technical-administrative staff will return to in-person activities only after 15 days from the notification.

The teaching activities will continue online and are therefore not suspended.

## **CASE 2**

When a suspected case occurs in the classroom and/or during academic activities (exams, degrees, exercises, other, i.e. a person that has a body temperature above 37.5° degree celsius, fever and/or symptoms compatible with suspected COVID- 19), two different scenarios emerge:

- 1) the symptoms are at the beginning and do not lead to a person's lack of autonomy;
- 2) symptoms are severe and disabling.

We will proceed as follows:

### *SCENARIO 1:*

If the interested party is the lecturer, he/she will immediately wear the mask if he/she does not already have it on. The lesson will be suspended and the students will be invited to leave the classroom.

The lecturer will report the case by providing his/her information to the COVID Officer of the Academy ([referentecovid@unirufa.it](mailto:referentecovid@unirufa.it)).

He/she will then go home and contact his/her GP.

If the person concerned is a student or support staff whose absence would not affect the continuation of the lesson, he/she must be invited to leave the classroom and go to his/her home and contact his/her GP. Before leaving the classroom, he / she must be identified (request name) and the information must be sent to the COVID Officer of the Academy ([referentecovid@unirufa.it](mailto:referentecovid@unirufa.it)). The list of leturers, technical administrative staff and students that attended the subject and / or were part of the class with the suspect case that day and in the two previous days will be sent to the DdP.

Furthermore, always in agreement with the DdP, the Academy sends a communication to these students, lecturers and technical administrative staff, recommending that they passively monitor their symptoms and inviting them to strictly follow the provisions that will be provided by the Competent Health Authority.

In this case, the in-person academic activities will not be suspended, which will obviously happen if the suspected case is confirmed.

At the end of the lesson, the classroom will be subject to extraordinary disinfection. The confirmed cases cause the procedure described for **CASE 1**.

### *SCENARIO 2*

The Academy's emergency plan must be activated by contacting the emergency management staff as indicated in the plans displayed. The procedure must be followed exactly as in the case of a general health emergency or in the event of an injury. Anyone providing help must constantly wear a mask.

To allow the first aid to intervene the lesson will be interrupted and the students will have to leave the classroom.

Those who provide first aid support must communicate the name and surname of the person to the COVID Officer of the Academy ([referentecovid@unirufa.it](mailto:referentecovid@unirufa.it)).

In this case in-person teaching activities will not be suspended and will start up again from the date following that of the event.

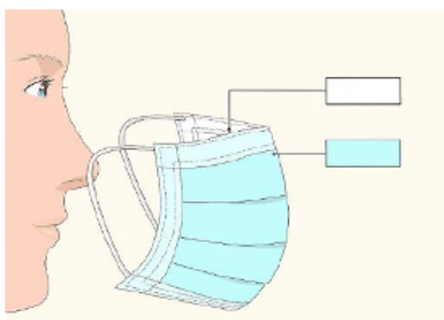
At the end of the lesson the classroom will be subject to extraordinary disinfection.

The interruption of the in-person the activity will be required if the suspected case is confirmed positive, according to the procedure described in **CASE 1**.

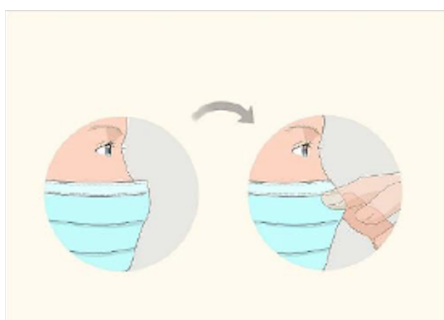


**ATTACHMENT 5**  
**INSTRUCTIONS FOR THE CORRECT USE OF THE MASK**

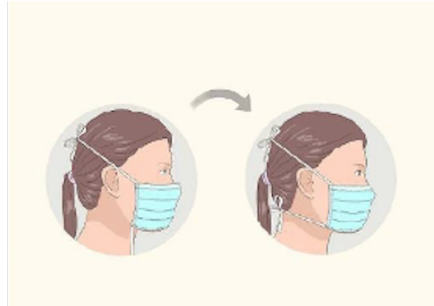
- 1) Wash your hands thoroughly with soap and water or hydroalcoholic solutions.
- 2) Make sure that the correct side of the mask faces out. The inside is usually white; the external side has a different color. Before applying the mask, make sure the white side is facing your face.



- 3) Fold the mask in the middle to make sure that it adheres perfectly to your nose.



- 4) Tie the upper band first to make the mask adhere well to the nose and then tie the lower one around the chin/neck.



- 5) When you remove the mask, wash your hands and throw it in the trash (if possible using a dedicated bag).

## **ATTACHMENT 6 MANAGEMENT OF SUSPECTED POSITIVE OR CONFIRMED POSITIVE CASES DURING WORK ACTIVITIES**

To prevent any outbreaks of contagion, the Academy offices have organized themselves to allow adequate "contact tracing" in accordance with the requirements of ISS indications.

RUFA has appointed Mr. Ernesto Pastore ([referentecovid@unirufa.it](mailto:referentecovid@unirufa.it)) as the "COVID Officer" who will be responsible for interacting with the prevention department for the management of any case.

### **CASE 1**

If Academy becomes aware of a confirmed case of COVID-19 related to a student, for example through the Competent Health Authority, RUFA will collaborate through the Covid Officer with the competent Health Authority (Department of Prevention - DdP) to take the necessary measures.

In particular, always in together with the DdP RUFA:

- arranges the closure of the spaces used by the person and the disinfection and sanitization of it, according to the procedures provided for by the protocols in force;
- supports the contact tracing activity by simultaneously transmitting to the Competent Health Authority the list of people with whom the person has had close contact in the period between the two days preceding the beginning of symptoms or the swab and the date of the beginning of isolation;
- in agreement with the DdP the Academy will send a communication to the persons concerned recommending to isolate himself/herself at home as a precaution, to passively monitor his/her symptoms and to strictly follow the provisions of the Competent Health Authority.

In fact, it is up to the Competent Health Authority to carry out the investigation of the epidemiological situation and to identify any measures to be implemented (eg quarantine, isolation, active surveillance, etc.) and to distinguish between "close" contacts, for which quarantine and active surveillance is required, and "casual" contacts, for which only passive surveillance is foreseen.

Unless otherwise communicated and disposed by the Competent Health Authority, the activity will be start again in-person only after 15 days from the notification. Work activities will continue in smart working.

## **CASE 2**

When a suspected case occurs (i.e. a person with a body temperature above 37.5 ° degree celsius, fever and or symptomatology compatible with suspected Covid-19), two different scenarios are possible:

- 1) The onset of symptoms is at the beginning and does not lead to a person's lack of autonomy;
- 2) Symptoms are severe and disabling. We will proceed as follows:

### *SCENARIO 1*

The interested party will immediately wear the mask if he/she is not already doing so, the lesson will be suspended and other people will help the person involved while keeping a distance of at least 1 meter.

Before leaving the Academy the student (possibly also with the support of fellow students or staff responsible for managing emergencies) will provide his / her information to his/her responsible person and the COVID Officer of the Academy ([referentecovid@unirufa.it](mailto:referentecovid@unirufa.it)). He/she will then go to his home and contact his/her GP.

If the person concerned is a student or support staff whose absence would not affect the continuation of the lesson, he/she must be invited to leave the classroom and go to his/her home and contact his/her GP.

Subsequently, the list of people who came into contact with the suspected case that day and in the two previous days will be sent to the DdP. To establish the contacts, the COVID Officer will collaborate with the lecturer concerned.

In agreement with the DdP the Academy sends communication to the persons involved and previously identified, recommending passive monitoring of the symptoms and inviting them to strictly follow the provisions that will be provided by the Competent Health Authority.

In this case, the in-person activities will not be suspended, which obviously will be arranged in case the suspected case is confirmed positive.

Following the report, the spaces will be subject to extraordinary disinfection. IF If the case is confirmed the procedure described in **CASE 1** applies.

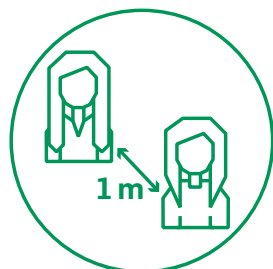
*SCENARIO 2*

The Academy's emergency plan must be activated by contacting the emergency management staff as indicated in the plans. The procedure must be followed exactly as in the case of a general health emergency or in the event of an injury. Anyone providing help must constantly wear a mask.

Those who provide first aid support must communicate the name, surname and code of the person to the COVID Officer of the Academy ([referentecovid@unirufa.it](mailto:referentecovid@unirufa.it)). In this case, in-person work will not be suspended, which would obviously happen if the suspected case was confirmed. Following the notification, the spaces will be subject to extraordinary disinfection. The confirmed case causes the procedure described in **CASE 1**.

**ATTACHMENT 7  
SAFETY DISTANCE INFORMATION SIGN**

Always keep a distance of 1 meter



**ATTACHMENT 8  
BEHAVIOUR TO ADOPT INFORMATION SIGN**

1) Wash your hands often with soap and water or an alcohol-based gel.



2) Avoid close contact with people suffering from acute.



3) Do not touch your eyes, nose and mouth with your hands.



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



- 5) Do not take antiviral medicine or antibiotics without a doctor's prescription.



- 6) Clean surfaces with chlorine or alcohol based disinfectants.





7) Products made in china and packages coming from china are not dangerous.



8) Pets do not spread the new coronavirus.



9) If in doubt do not go to the emergency room. Call your family doctor and follow his/her instructions.



**ATTACHMENT 9  
DISINFECT COMMON SURFACES INFORMATION SIGN**

Disinfects surfaces and objects of common use.



**ATTACHMENT 10  
SELF-CERTIFICATION IF THE TEMPERATURE  
IS NOT MEASURED**

(Made pursuant to D.P.R. 445/2000)

I, the undersigned \_\_\_\_\_  
born in \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
and resident in \_\_\_\_\_  
in \_\_\_\_\_

in the quality of:

Student enrolled in the course

---

Leturer in charge of the course

---

request to access RUFA - Rome University of Fine Arts premises.

I also declare that I:

- use the protective mask;
- adopt correct hand hygiene behaviors to counter the spread of COVID-19 in compliance with national and regional provisions;
- have read and understood the guidelines related to Covid-19 law enforcement activities that the Academy has put in place and that are published on the website [www.unirufa.it](http://www.unirufa.it);
- have been informed and to have well understood the obligations and requirements for containing the infection from Covid-19;
- am aware of the obligation to stay at home in the presence of fever (over 37.5° C) or other flu symptoms and of the need to call the General Practitioner and the competent health authority;
- have not returned to Italy after having been in a foreign Country or an area with a high risk of contagion over the last 14 days;
- to my best knowledge, I have not been in close contact with a person affected by the new Coronavirus COVID-19 over the last 14 days;
- do not have flu symptoms (such as cough or breathing difficulties) and have independently measured my body temperature, after accessing the premises, with a result below 37.5 ° Degree Celsius and that I will to promptly communicate any changes to the declarations of the previous points;

Rome, date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Signature \_\_\_\_\_

## **ATTACHMENT 11 GUIDE TO USE AND TO CHOOSE THE MASK**

The ECDC (European Center for Disease Prevention and Control) has published a study on the effectiveness of the collective use of masks to limit the spread of Covid-19. Their use is now required and for this reason it is advisable to know which masks are on the market and the characteristics that differentiate them.

### **1- Reusable non-sanitary fabric masks: washable and reusable, against waste**

They are fabric masks produced for non-sanitary hygienic use and are not certified. At a time of great demand and scarce supply of masks, many companies have reconverted their production lines to market masks for hygienic use. This is because it is important to protect yourself and still wear a fabric barrier that allows you to breathe easily and prevent the propagation of potentially contagious droplets. These masks must completely cover the nose and mouth and must be used, like all other masks except PPE, keeping a safety distance of at least 1 meter from other people. They are washable and reusable masks and are good for going out in compliance with all the preventive hygiene requirements indicated by the World Health Organization.

They are not a medical device, but they still help fight the spread of the virus due to their filter function of the droplets expelled from the mouth and nose. Italy also allows the use of "fabric" masks. Fabric masks for non-medical use are therefore a form of collective protection from the spread of the virus, compatibly with their low cost and with their mechanical barrier function. They help reduce the enormous production of waste connected with the mass use of disposable masks and gloves.

### **2- Surgical masks: good for protecting close people from possible contagion**

Surgical masks are among the most popular. With their typical blue color they are usually worn by doctors and dentists. The purpose of the surgical mask is to protect the operated patient from possible contact with bacteria and viruses exhaled by the wearer. Their value lies in the ability to filter the air coming out of the nose and mouth very well. They have a very high filtering capacity towards the outside, equal to 95%. For this reason, they strongly limit the spread of droplets

of saliva that spread by talking or through coughing and sneezing.

They are also called "altruistic masks": while they effectively filter the outflow of air from the wearer, they do not have an equally effective function in filtering the incoming air breathed. Therefore they are considered an excellent way to prevent the spread of the virus in the air, but not a means of effective protection from the virus. Those who wear them in public places must therefore always keep a distance of at least 1 meter from other people. To be effective, surgical masks must cover the nose and mouth well and continuously. They are "disposable" masks so once they become moisted, after about 4 hours of use, they must be disposed of.

### **3- FFP3 and FFP2 masks: protective filtering devices used by doctors medical staff in hospitals wear them.**

They are masks considered by law as PPE (personal protective equipment) and for this reason they guarantee a much higher filtering capacity of the inhaled and exhaled air. The abbreviation FFP stands for "facial filters for individual protection" and indicates that the mask was produced in compliance with the EN 149-2001 standard which sets the standards of efficiency, breathability, stability of the structure, as well as the technical tests of biocompatibility and performance of the masks. The progressive numbering (FFP1, FFP2, FFP3) indicates the progressive air filtering capacity of the different types of device.

FFP1 masks have a limited filtering capacity, they stop only the largest particles in the breathed air and are not the most suitable for protecting the wearer from harmful micro particles such as those that contain the virus.

The FFP2 and FFP3 masks, on the other hand, have a filtering capacity of tiny particles (including those containing the virus) equal to 92% for FFP2 and 98% for FFP3, respectively. The most effective masks for the protection of oneself and others are FFP2 masks and FFP3 masks without valves, as they guarantee maximum protection for both the wearer and those around them. The valves, in fact, expel the air exhaled by the wearer, but without filtering it. Therefore, their use is not recommended, especially if you have symptoms

or are suspected of being contagious. A feature of FFP3 masks is that, given the high level of filtering and the layering of the materials used to make them, they can be uncomfortable to breathe in for long periods.

These masks also have a limited cycle of use. They are manufactured to ensure protection for about 6 hours, after which the filtering effectiveness is no longer guaranteed and must be disposed of.

#### **4- N95 and KN95 masks: similar to FFP2, high virus protection for healthcare personnel**

The initials N95 and KN95 accompany the masks that have been produced and certified in China (KN95) and in America (N95) according to quality standards similar to those that certify the European FFP2 masks, but not identical. If the N95 and KN95 masks bear the CE mark, the effectiveness of these masks with respect to filtering of micro particles and viruses is comparable to that of FFP2 masks.

In recent months, the Cura Italia Decree has provided for a simplified and extraordinary procedure to produce, import and market these PPE self-certifying them, in partial derogation from the necessary presence of the CE mark, given the scarce availability of FFP2 and FFP3 masks.

However, this procedure requires the product to be checked by an accredited certification body or university laboratories. In the absence of the CE mark, it is necessary to refer to the EN 149-2001 standard or to other regulatory references that certify its characteristics according to the law.

#### **5- Filter Masks: high protection, reuse and respect for the environment**

The fabric filter mask is specially designed to combine high filtering capacity and comfort. The fabric filter mask uses advanced technology: it has a nanofiber filter that guarantees 90% bacterial filtering capacity and harmful fine dust. This mask combines high filtering capacity with its reusability as it can be machine washed at 60 degrees. The filter mask is aesthetically beautiful to look at and can be decorated with different textures and patterns. It is a device that offers protection, respects the environment and does not neglect design. A product that can be reused continuously and that allows you to focus on your activities safely by limiting the constant production of waste given

by the massive use of disposable masks and gloves.

**6- Summer masks: light and triple layer filter fabric**

With the arrival of heat, traditional masks can be "heavy" when worn. For this reason, lighter filter masks are also available on the market, made of multilayer fabric, to effectively protect against contagion.

The Triple Layer Pro Masks are lighter, have adjustable elastics for a superior fit and comfort and have a certified filtering capacity of micro particles greater than 90%. These masks exploit the capacity of nanofibers, present in one of the three layers of fabric that compose it, which block harmful microparticles. The mask is washable in hot water at 60 degrees and conveniently reusable.

**ATTACHMENT 12  
HAND HYGINE INFORMATION SIGN**

Disinfect your hands before reaching your station.





**ATTACHMENT 13  
GLOVES AND MASK INFORMATION SIGN**

Wear gloves and masks



**ATTACHMENT 14  
WASHING HANDS OFTEN INFORMATION SIGN**

Wash your hands often.



**ATTACHMENT 15  
NO GATHERING INFORMATION SIGN**

No gatherings.



# Didactic Organizational Plan

Adjustment measures for collective activities:  
Classroom layout and common areas

*Revision No. 01 of 23/10/2020*

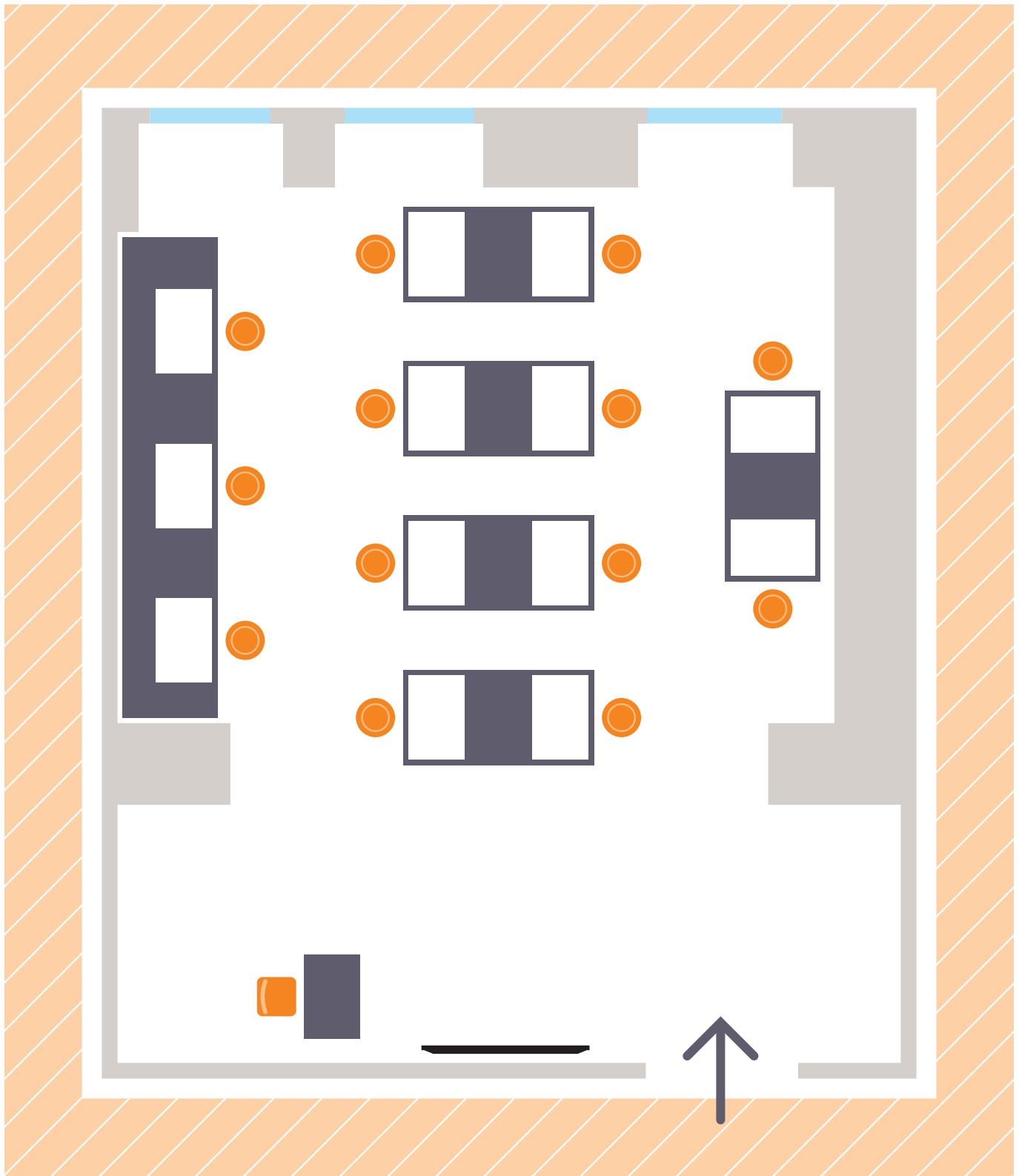


In compliance with Dpcm 23/02/2020 and following, note 798/2020 of Mur and the Ministry of Health, the Lazio Region and the Municipality of Rome.

Location in via Benaco, 2

**Layout CLASSROOM B01**

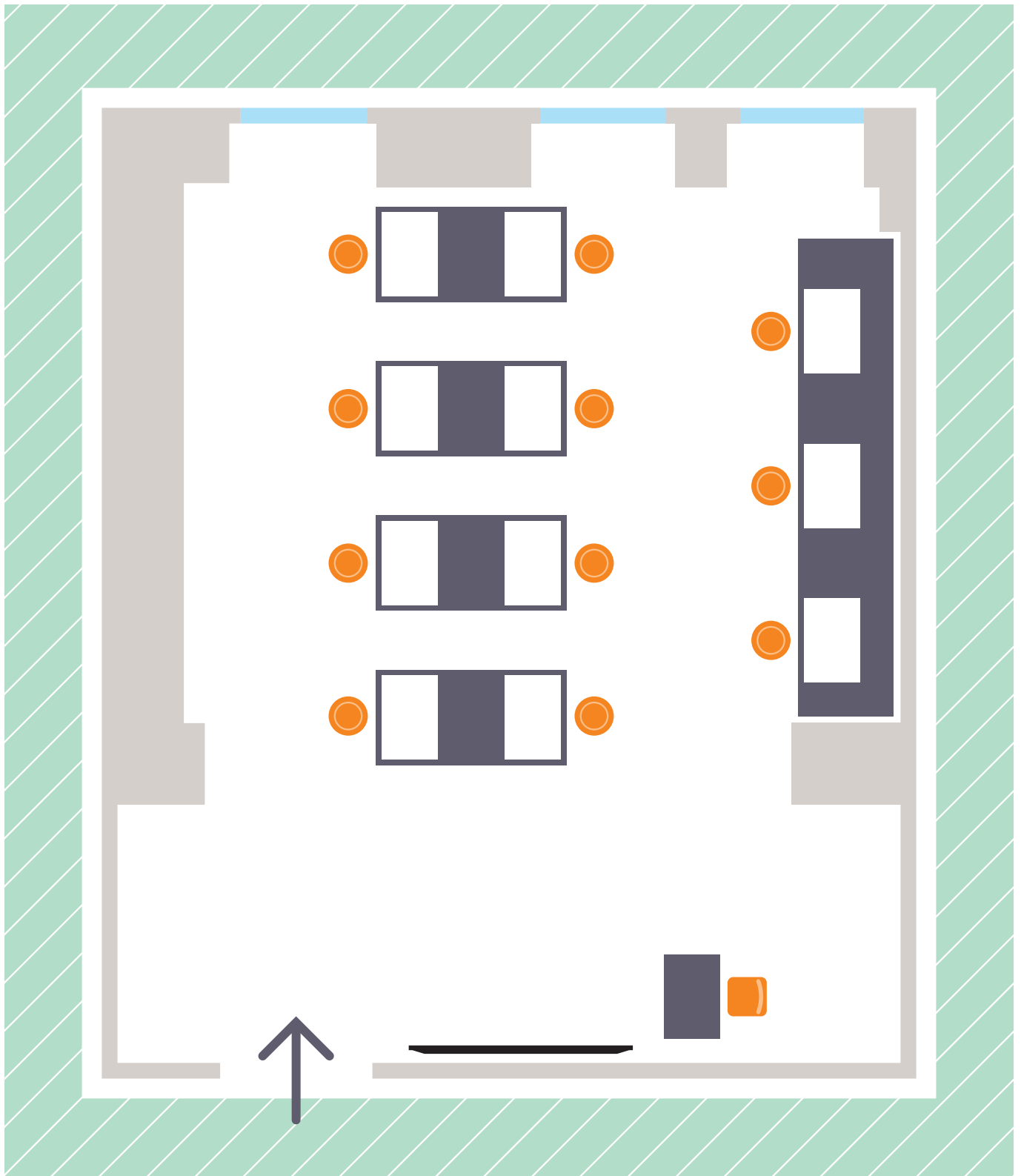
**Capacity: 13 students + 1 teacher**



Location in via Benaco, 2

**Layout CLASSROOM B02**

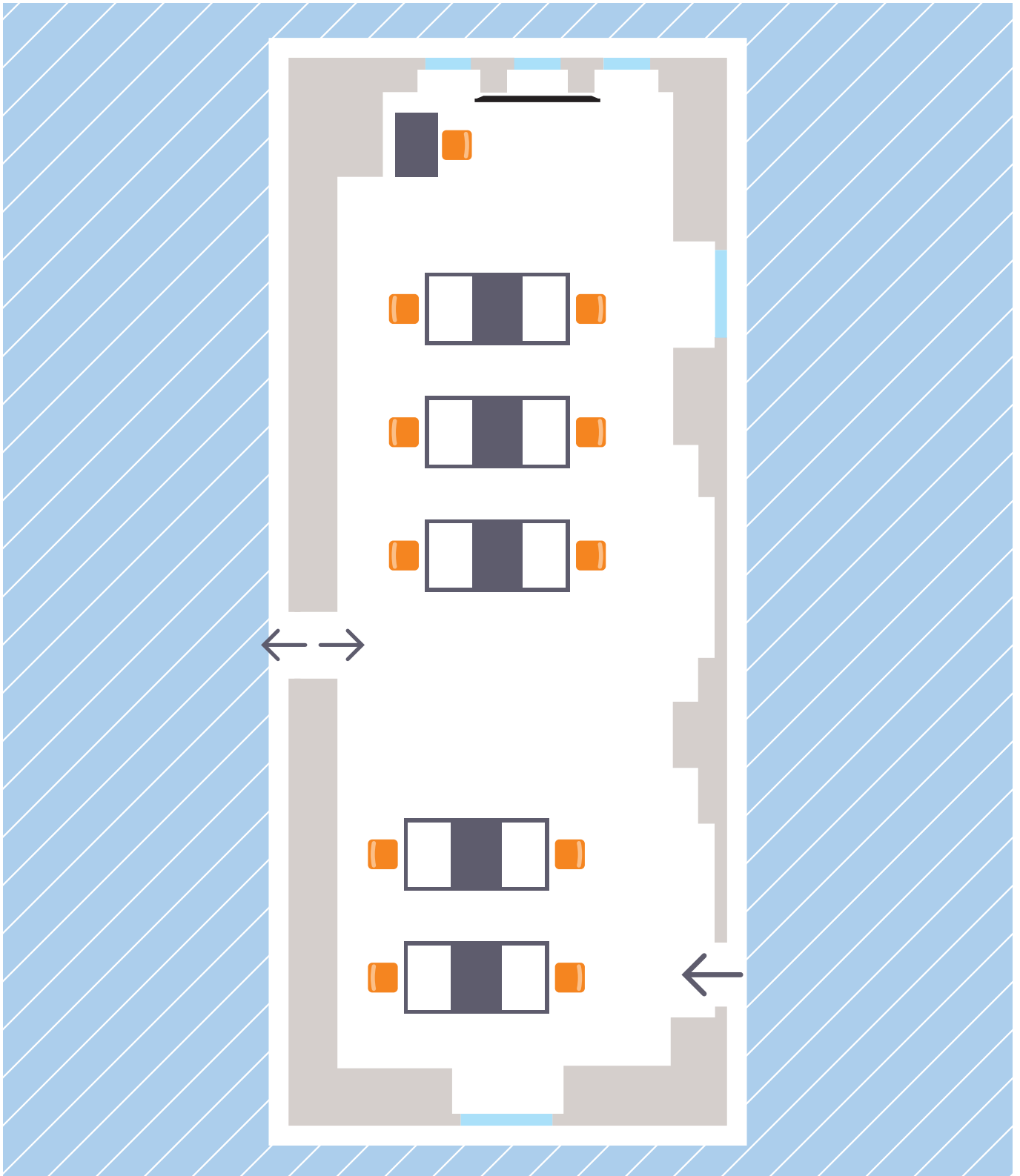
**Capacity: 11 students + 1 teacher**



Location in via Benaco, 2

**Layout CLASSROOM B03**

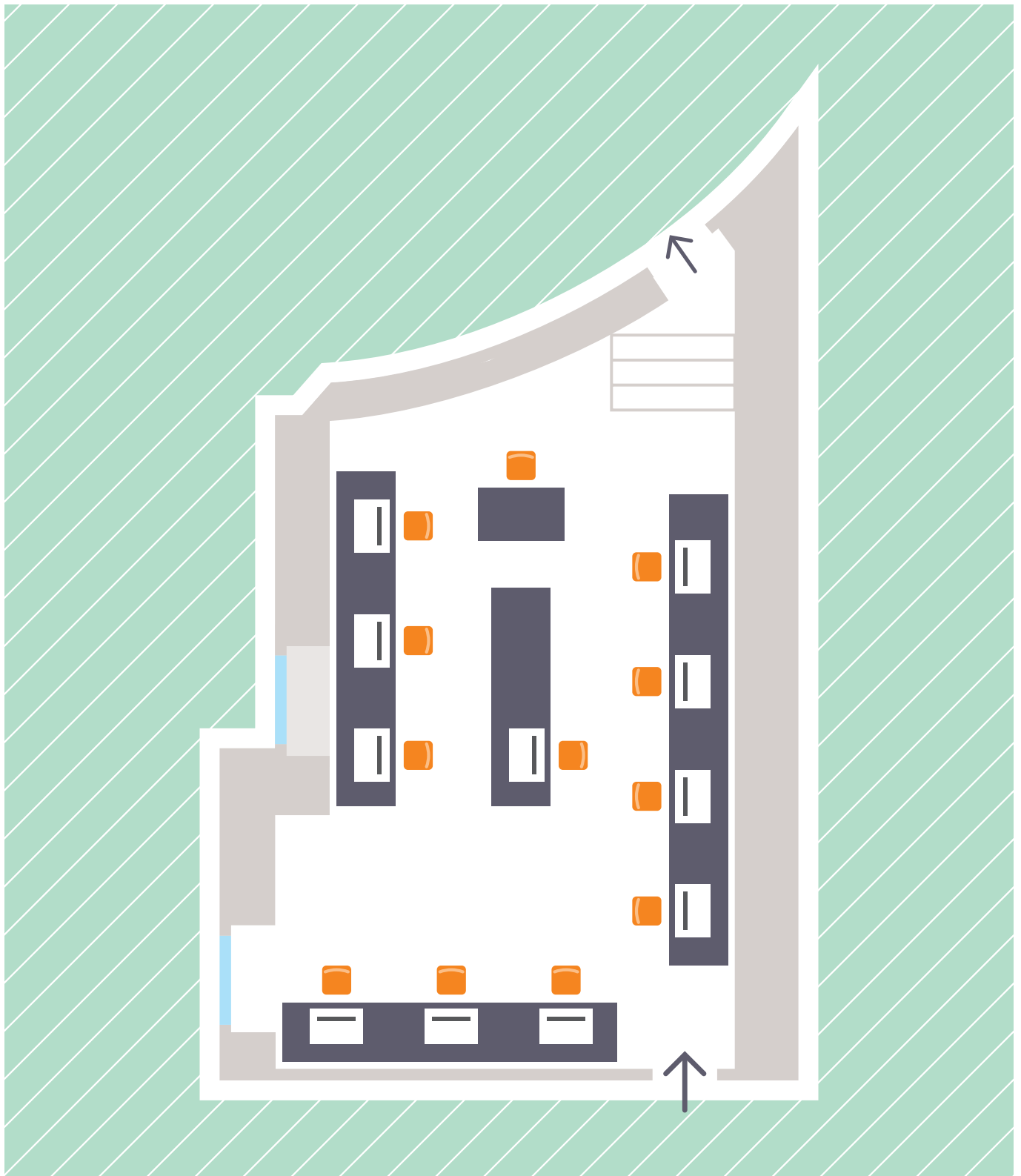
**Capacity: 10 students + 1 teacher**



Location in via Benaco, 2

**Layout CLASSROOM B04**

**Capacity: 11 students + 1 teacher**

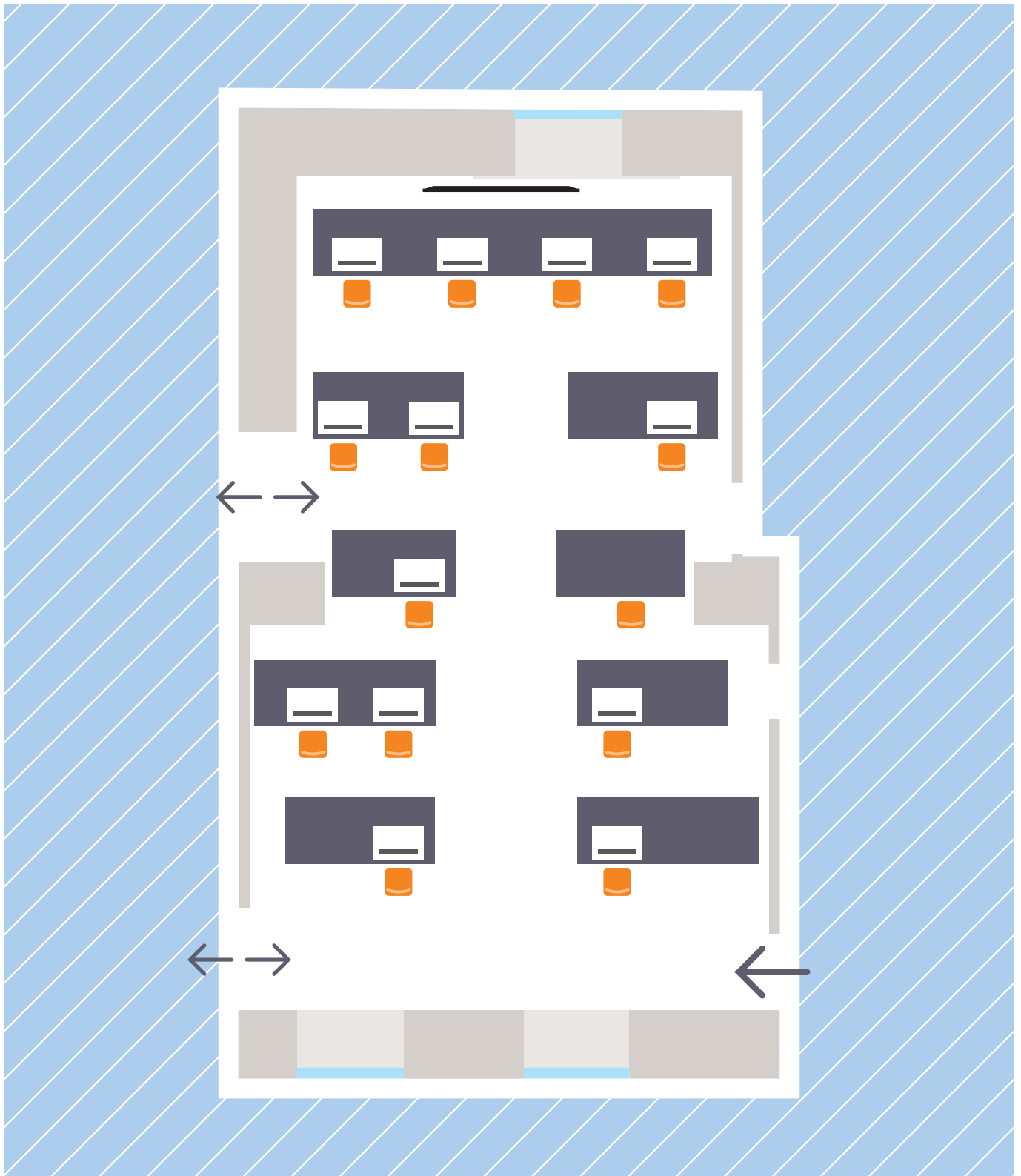




Location in via Benaco, 2

**Layout CLASSROOM B05**

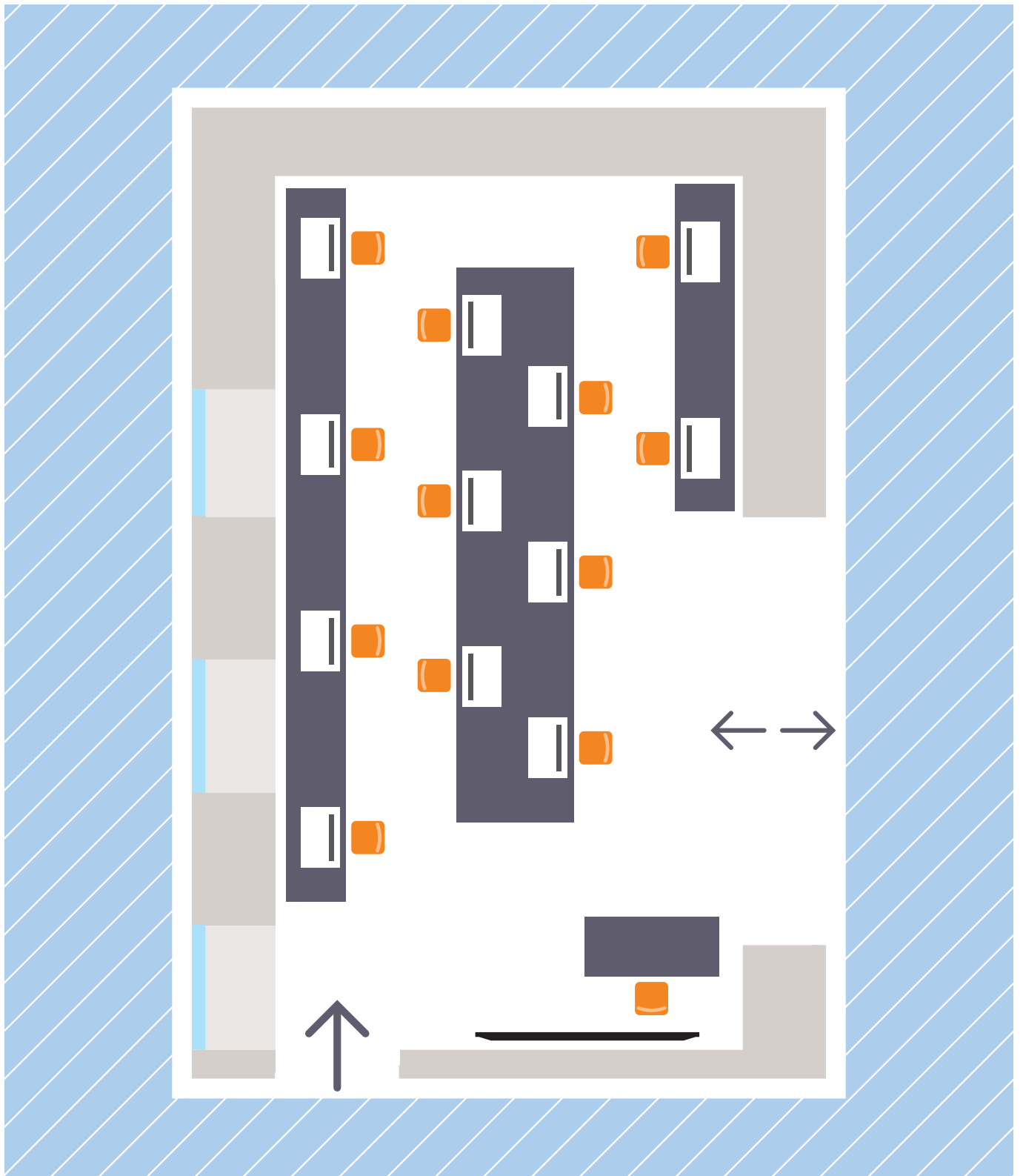
**Capacity: 13 students + 1 teacher**



Location in via Benaco, 2

**Layout CLASSROOM B06**

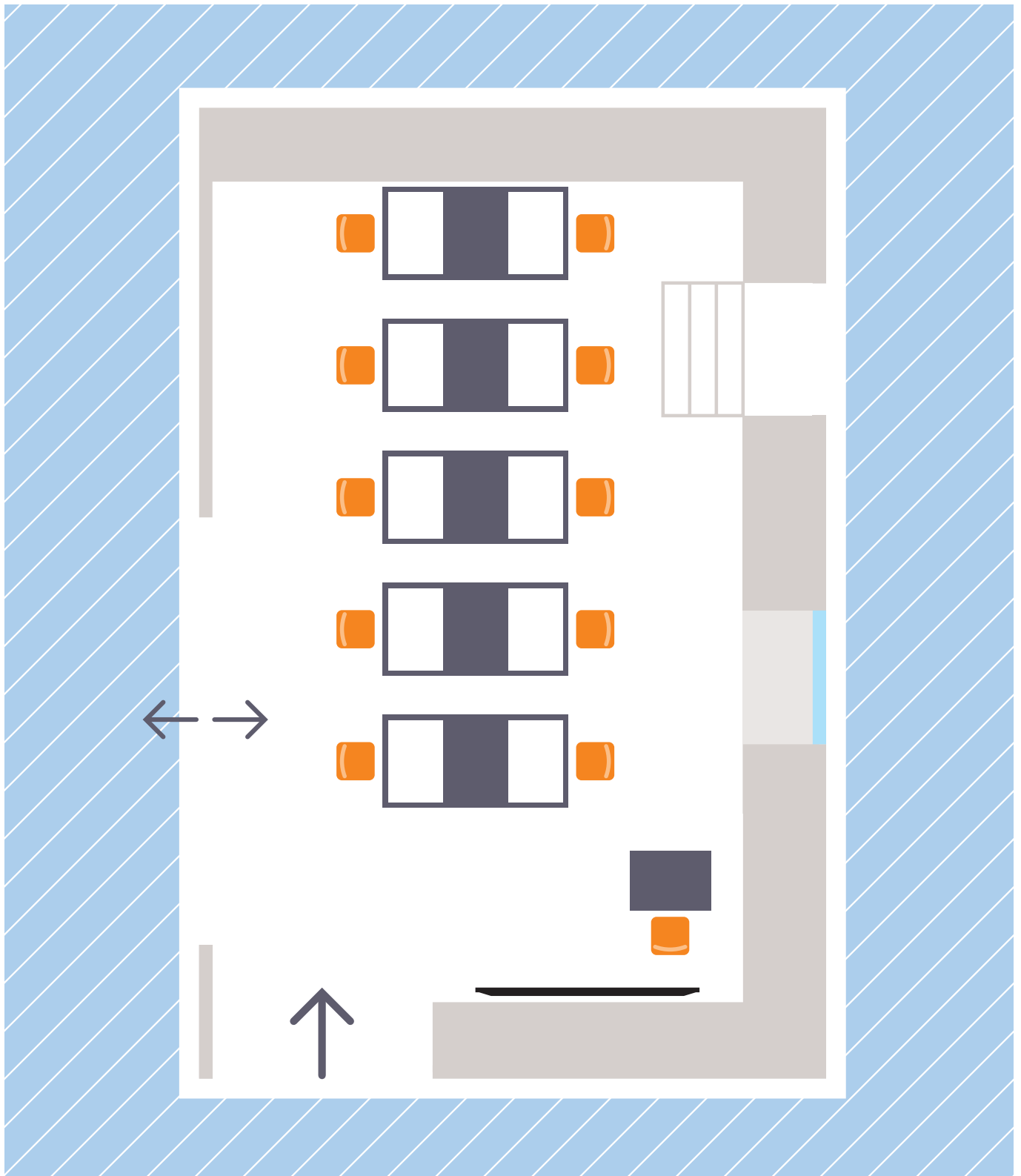
**Capacity: 12 students + 1 teacher**



Location in via Benaco, 2

**Layout CLASSROOM B07**

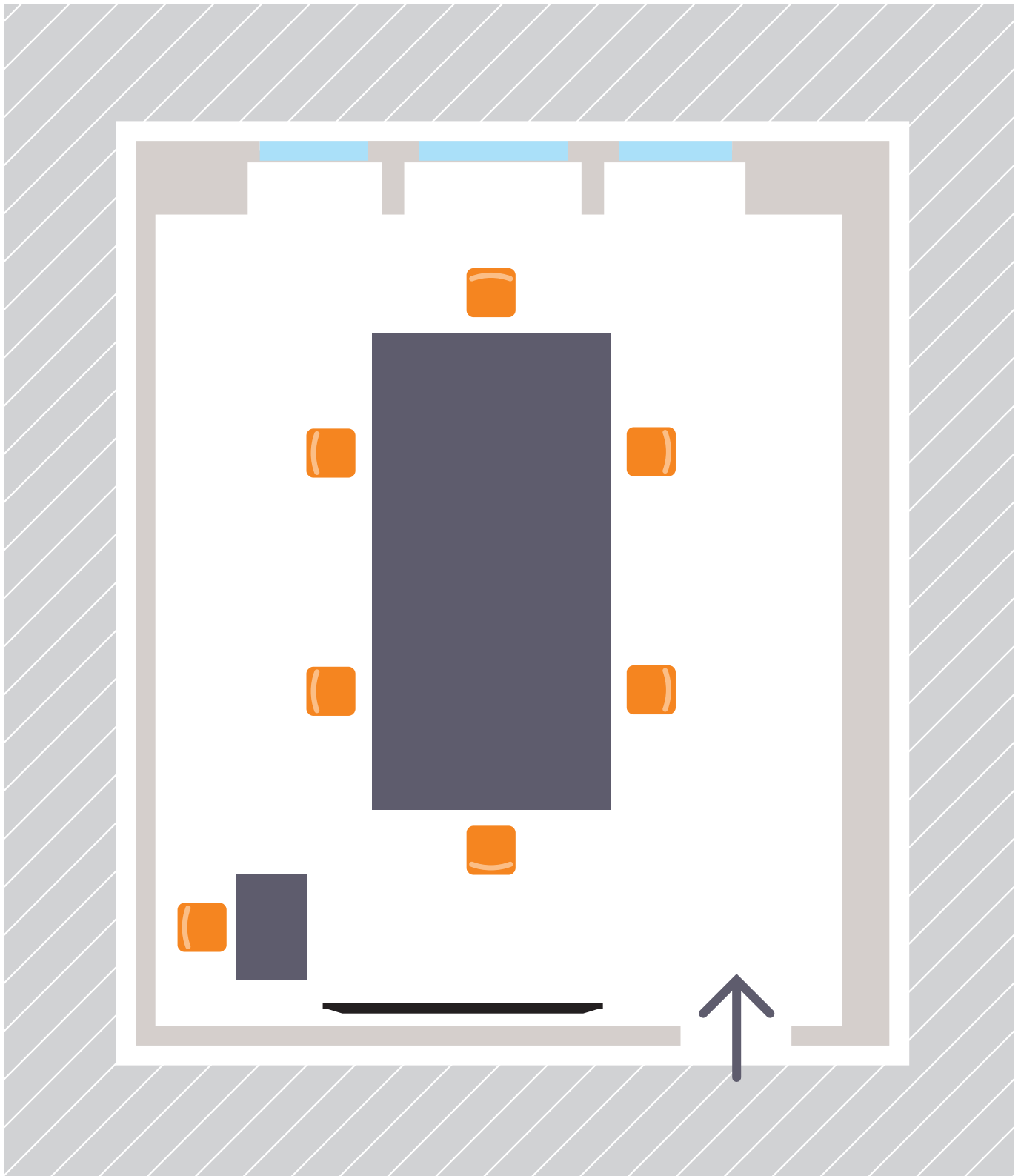
**Capacity: 10 students + 1 teacher**



Location in via Benaco, 2

**Layout MEETING ROOM**

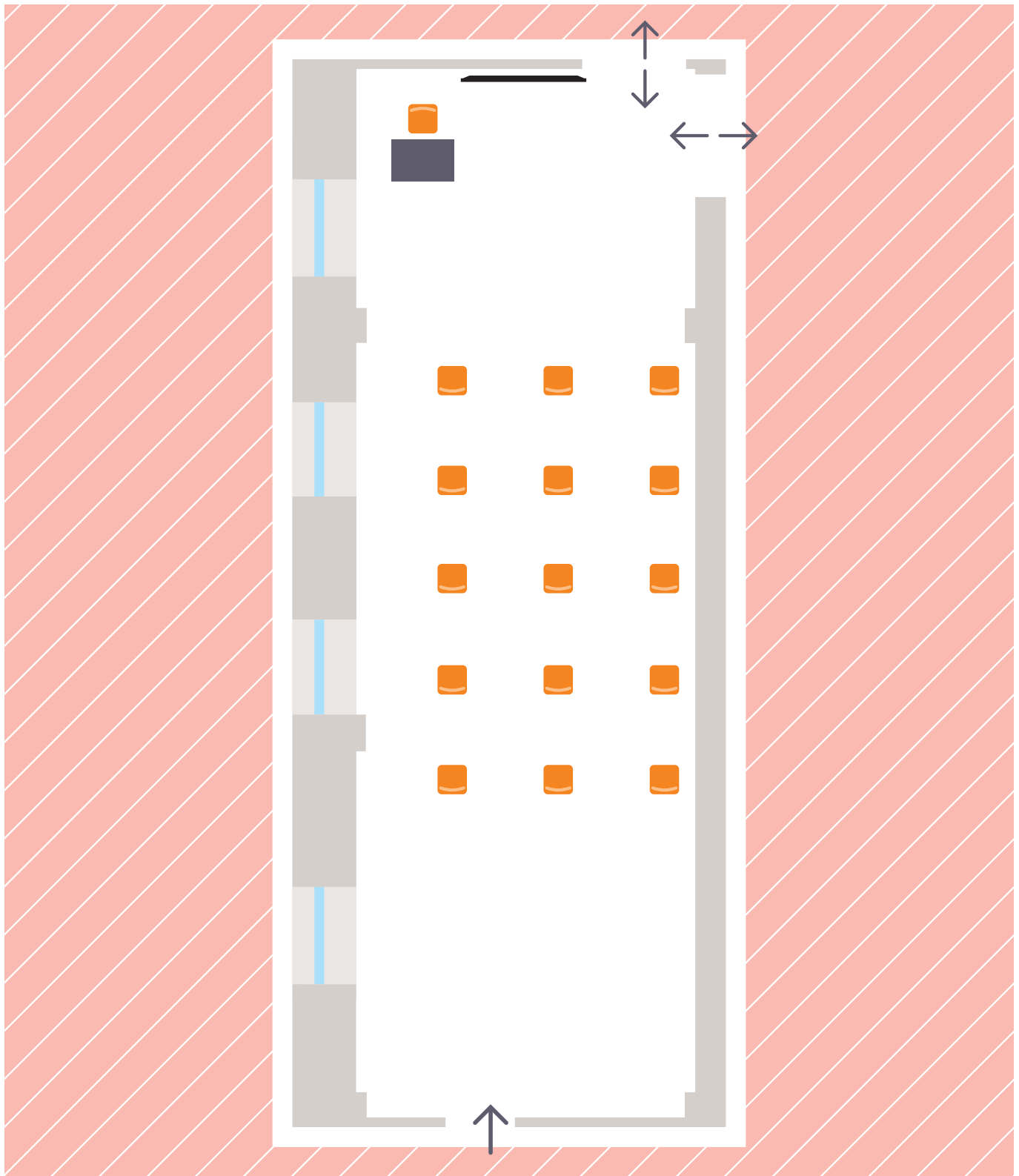
**Capacity: 7 people**



Location in via Benaco, 1

**Layout SHOOTING ROOM 1**

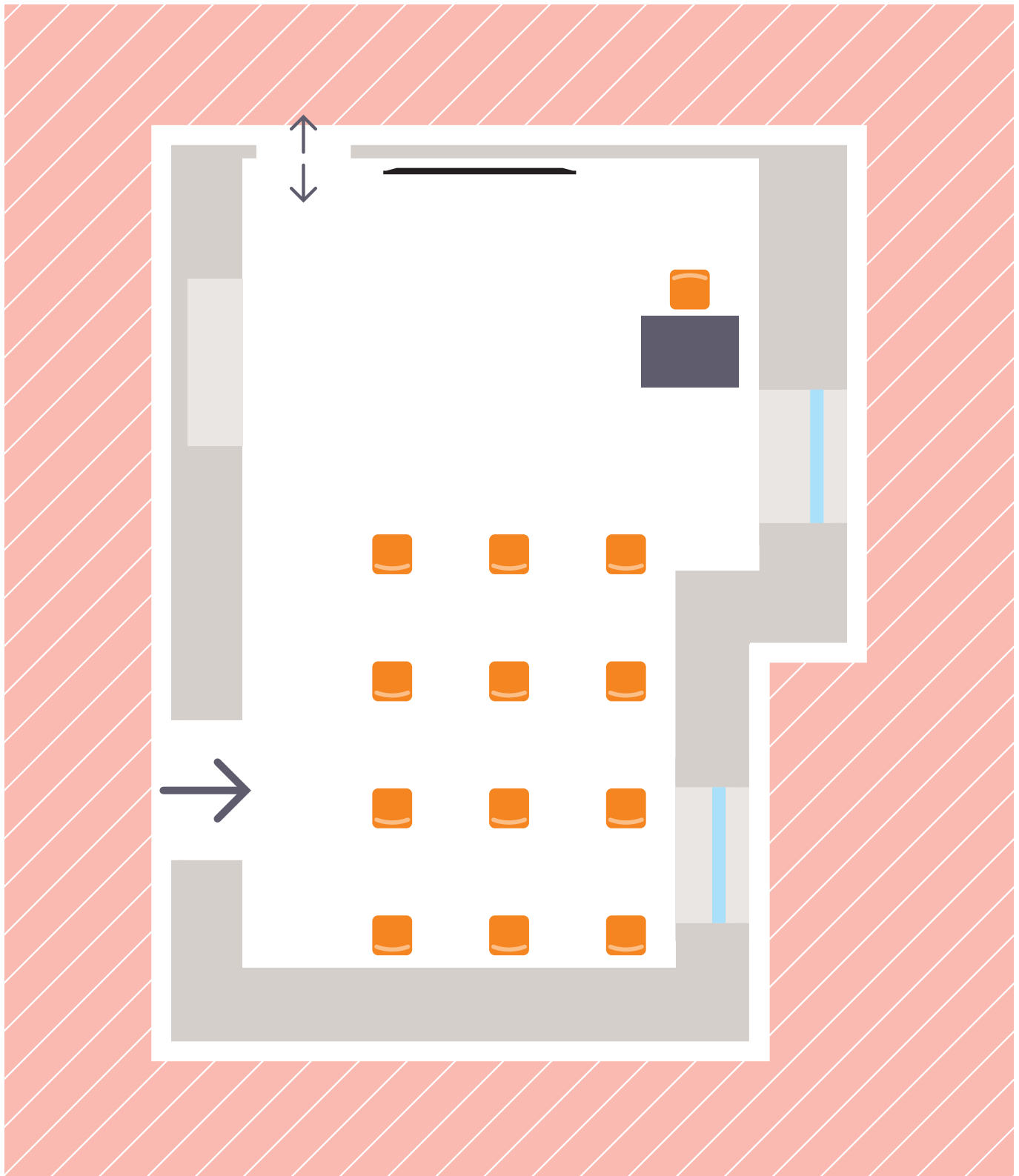
**Capacity: 15 students + 1 teacher**



Location in via Benaco, 1

**Layout SHOOTING ROOM 2**

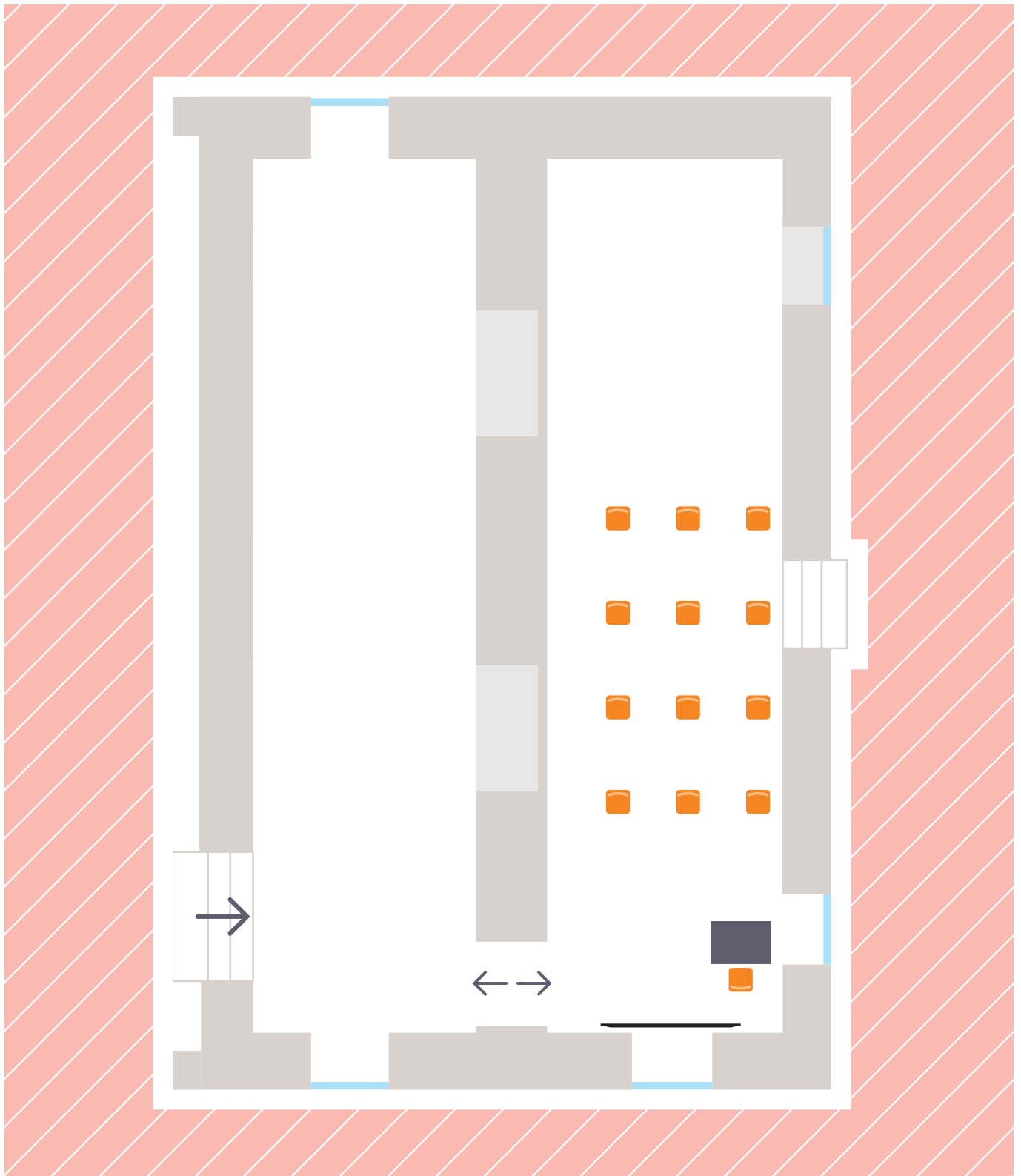
**Capacity: 12 students + 1 teacher**



Location in via Benaco, 12

**Layout CLASSROOM 2**

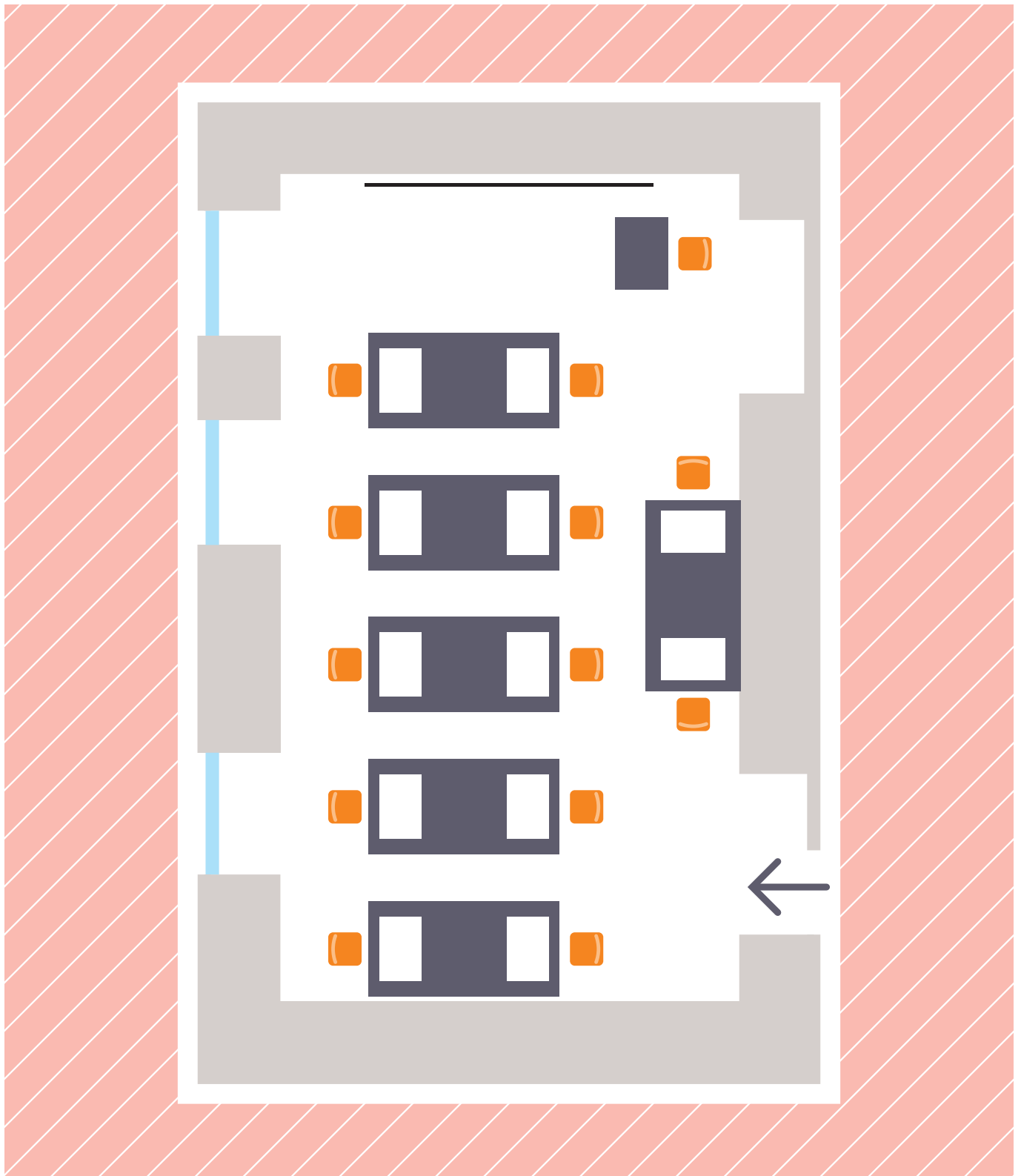
**Capacity: 12 students + 1 teacher**



Location in via Taro, 14

**Layout CLASSROOM T02**

**Capacity: 12 students + 1 teacher**

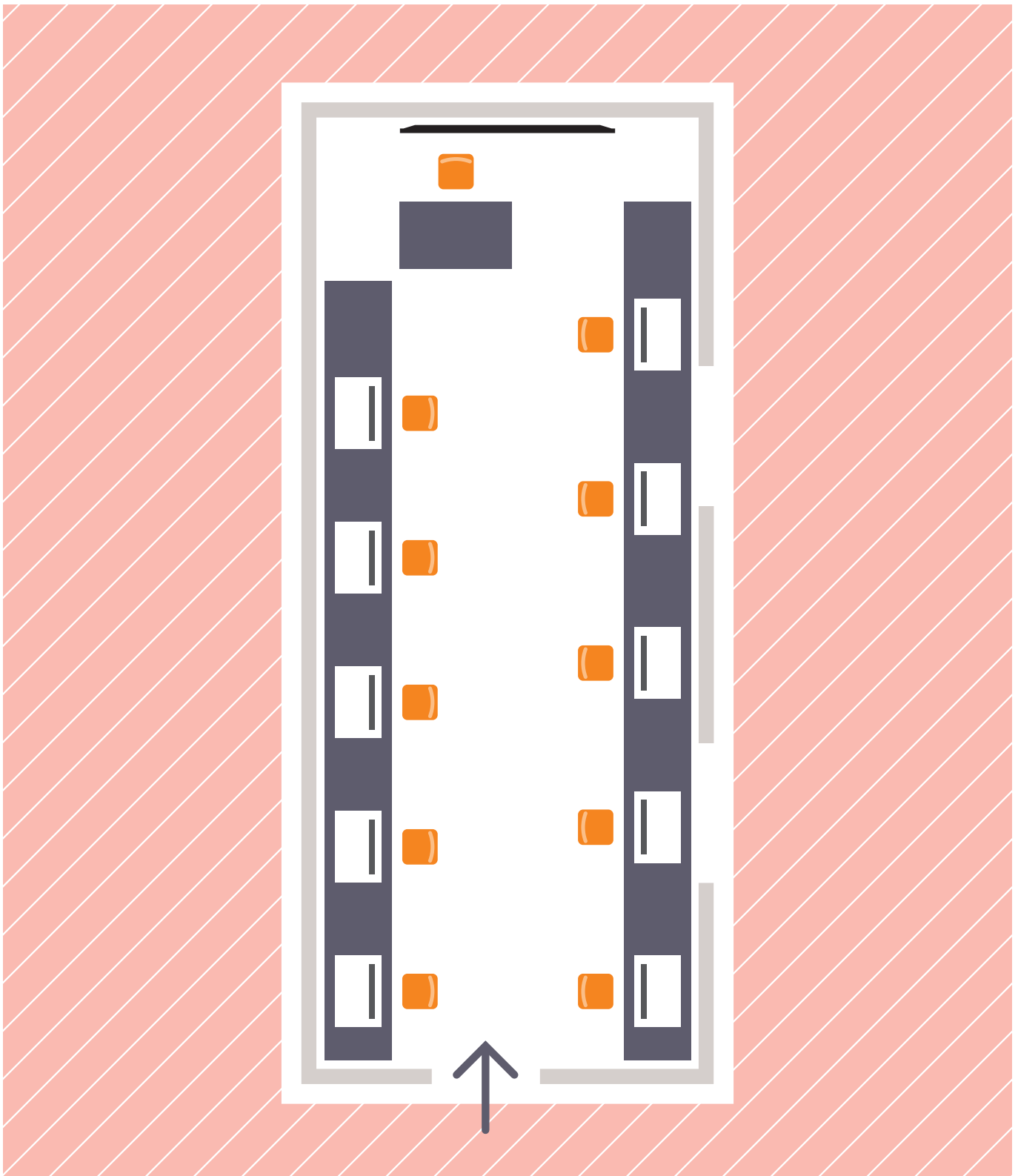




Location in via Taro, 14

**Layout CLASSROOM T03**

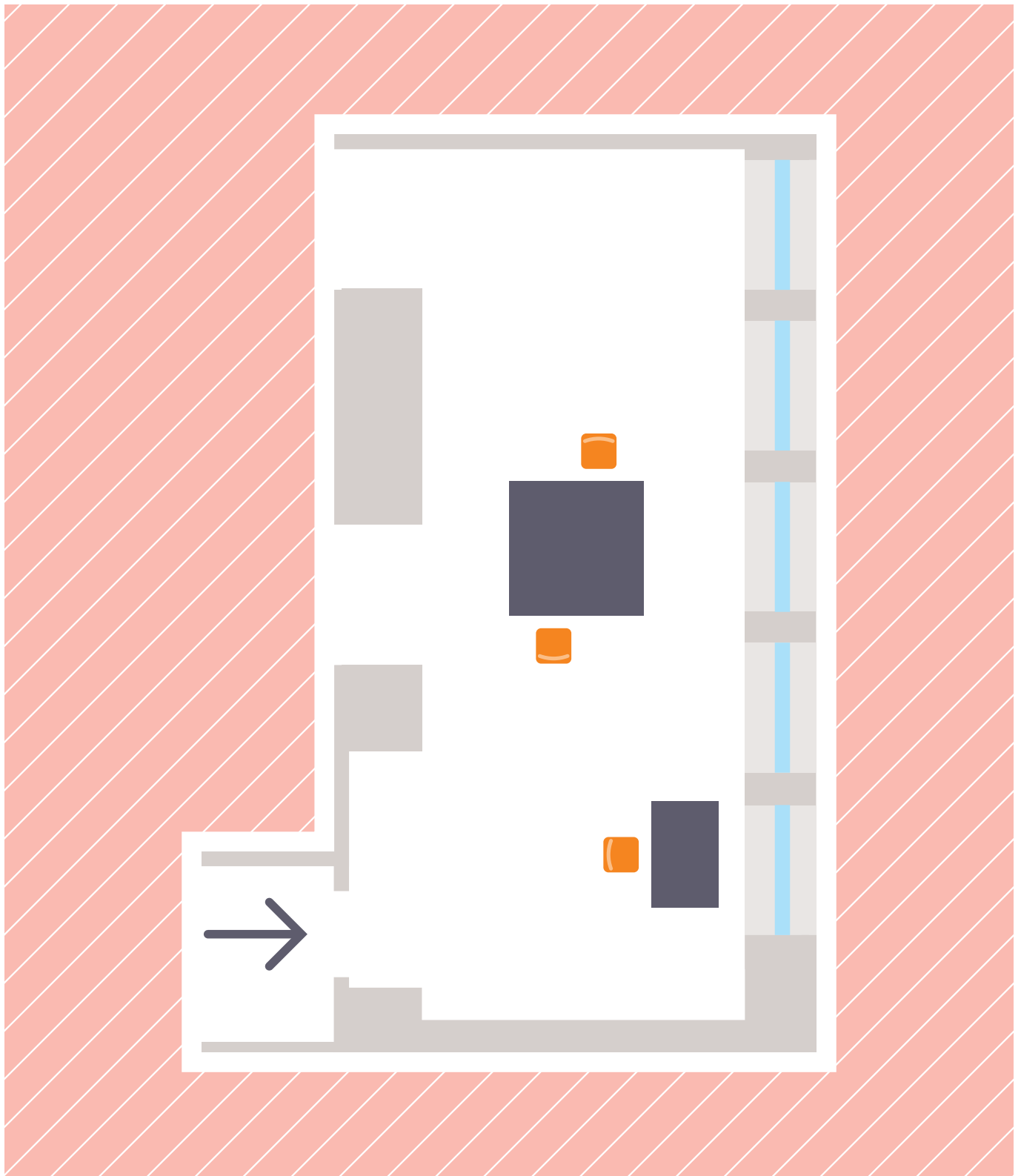
**Capacity: 10 students + 1 teacher**



Location in via Taro, 14

**Layout CLASSROOM T04**

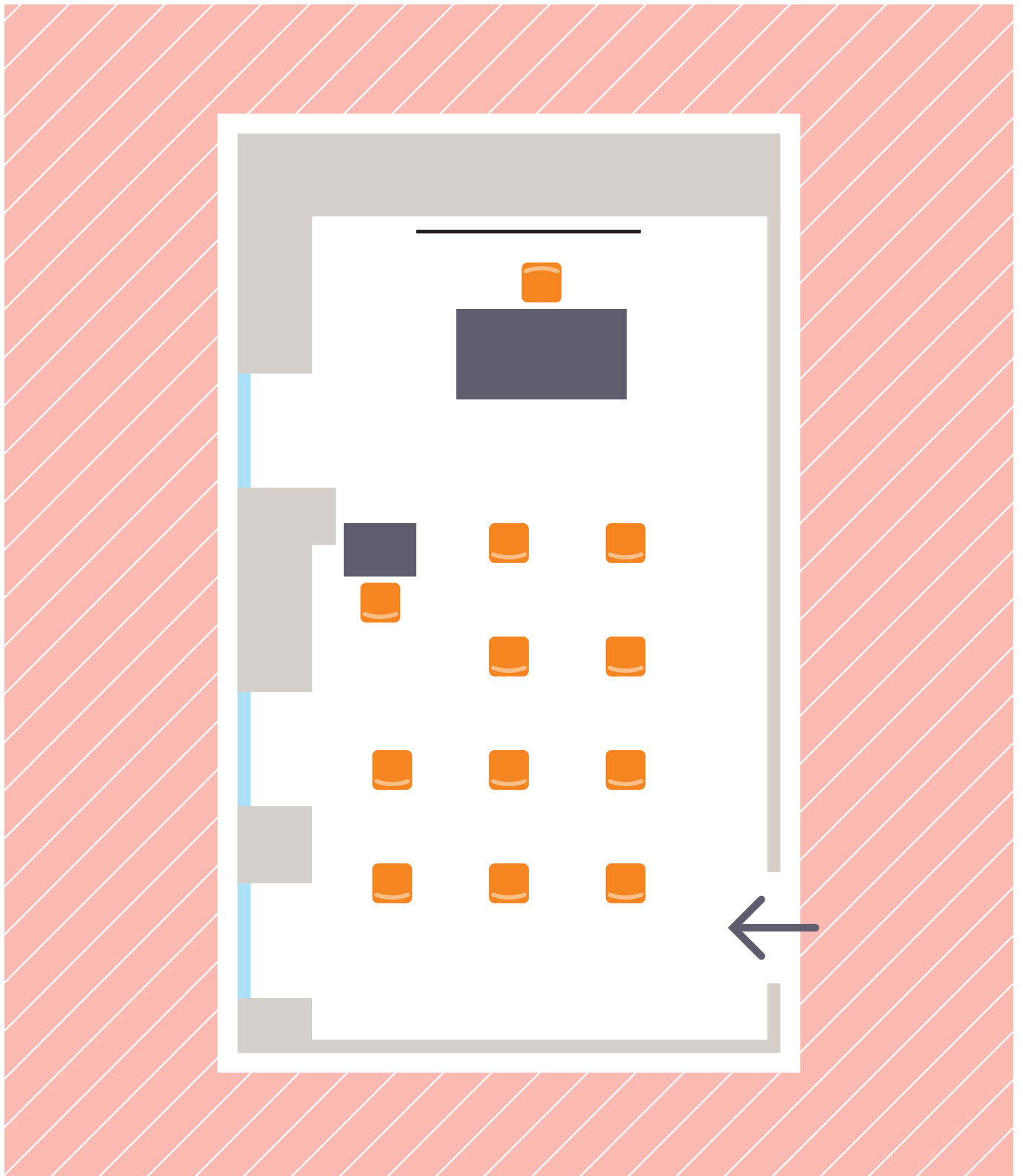
**Capacity: 2 students + 1 teacher**



Location in via Taro, 14

**Layout CLASSROOM T05**

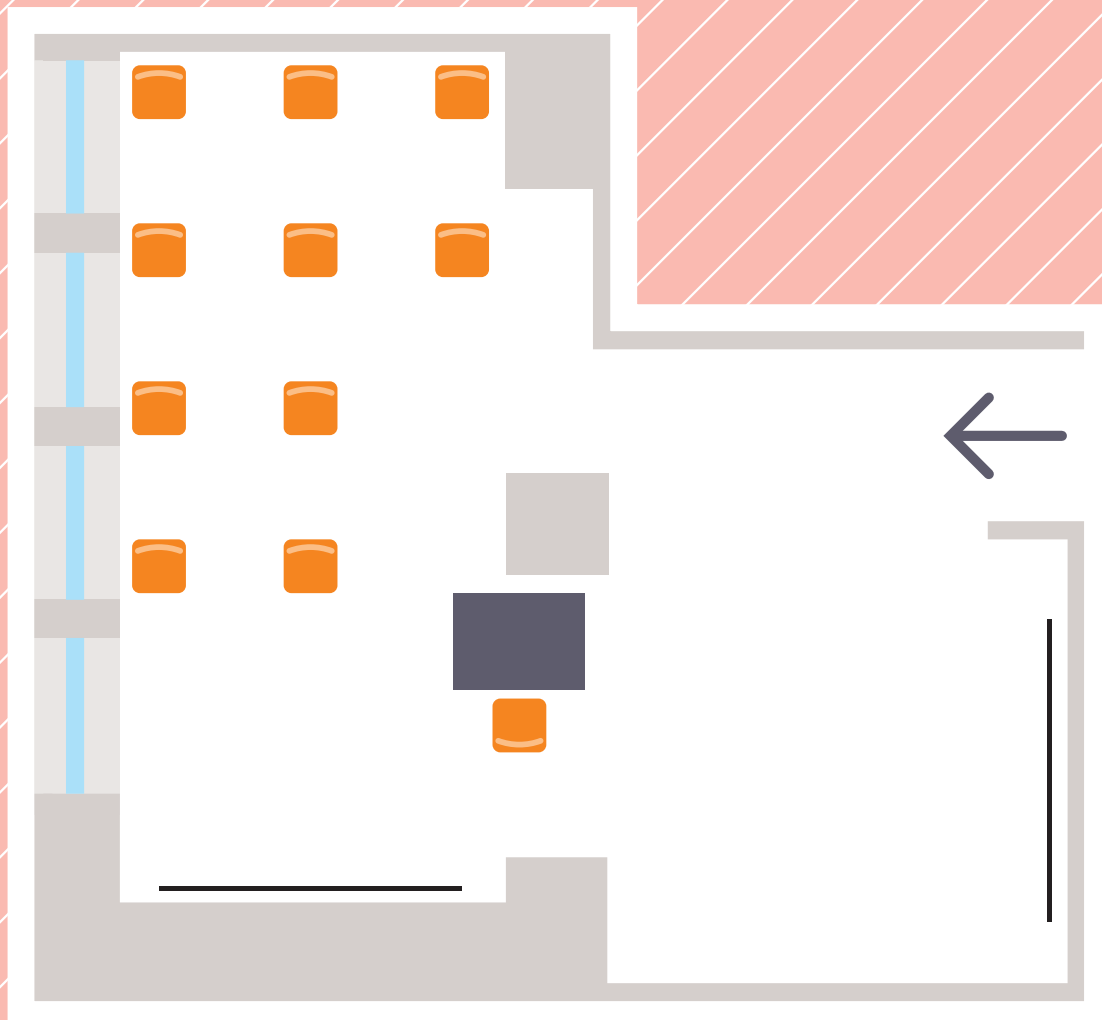
**Capacity: 10 students + 1 teacher**



Location in via Taro, 14

**Layout CLASSROOM T06**

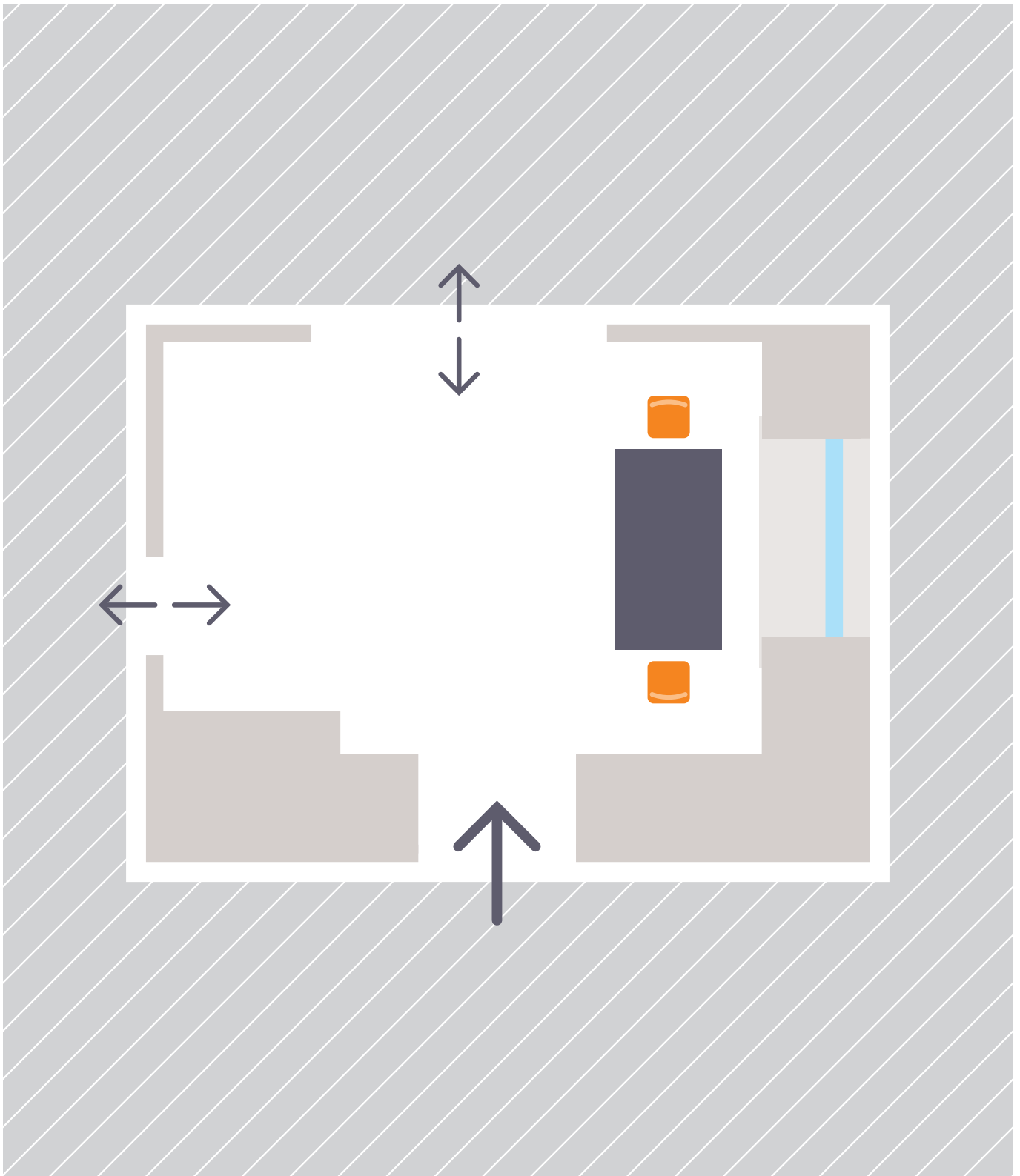
**Capacity: 10 students + 1 teacher**



Location in via Taro, 14

**Layout STUDY ROOM**

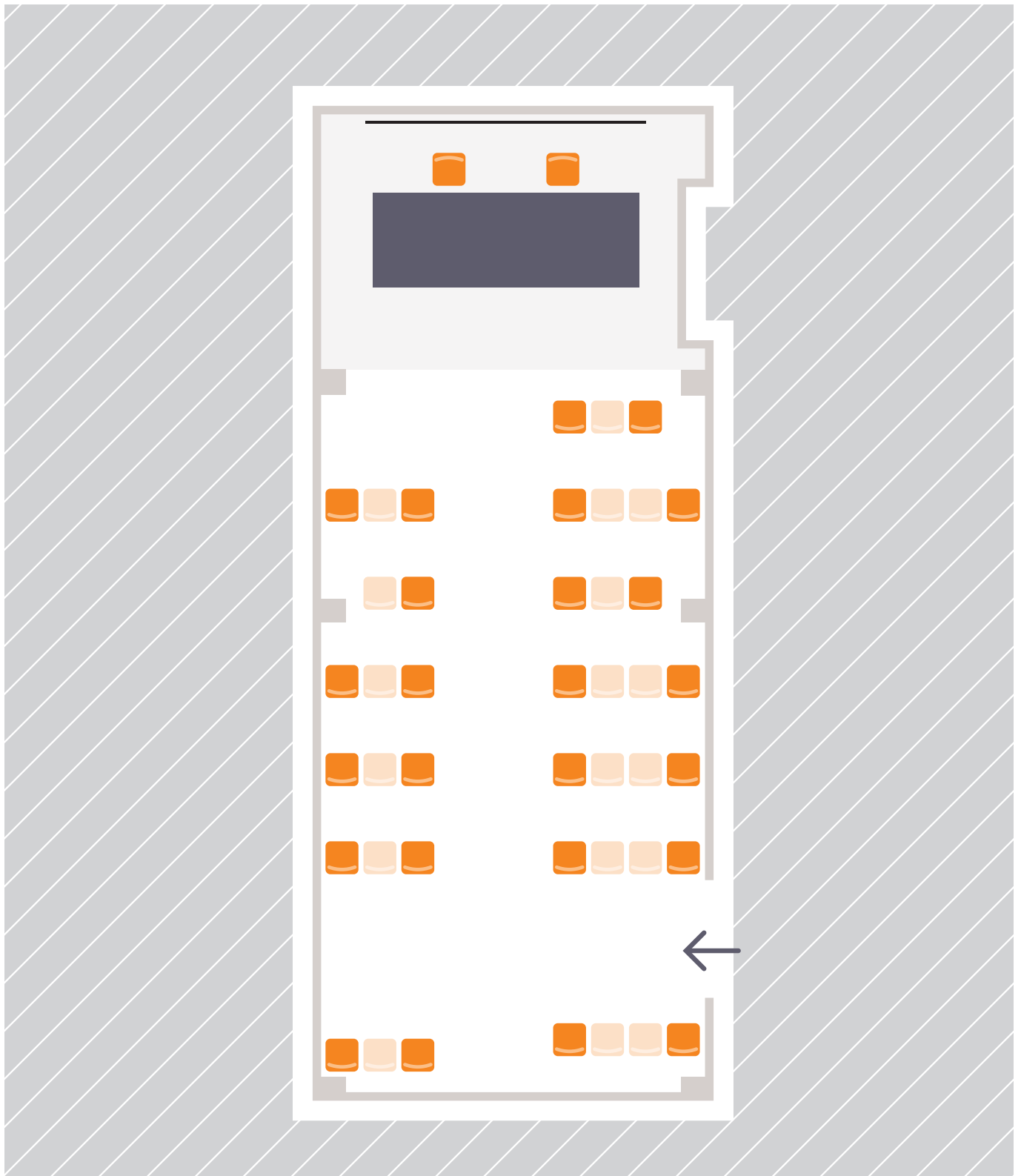
**Capacity: 2 people**



Location in via Taro, 14

**Layout** **AULA MAGNA**

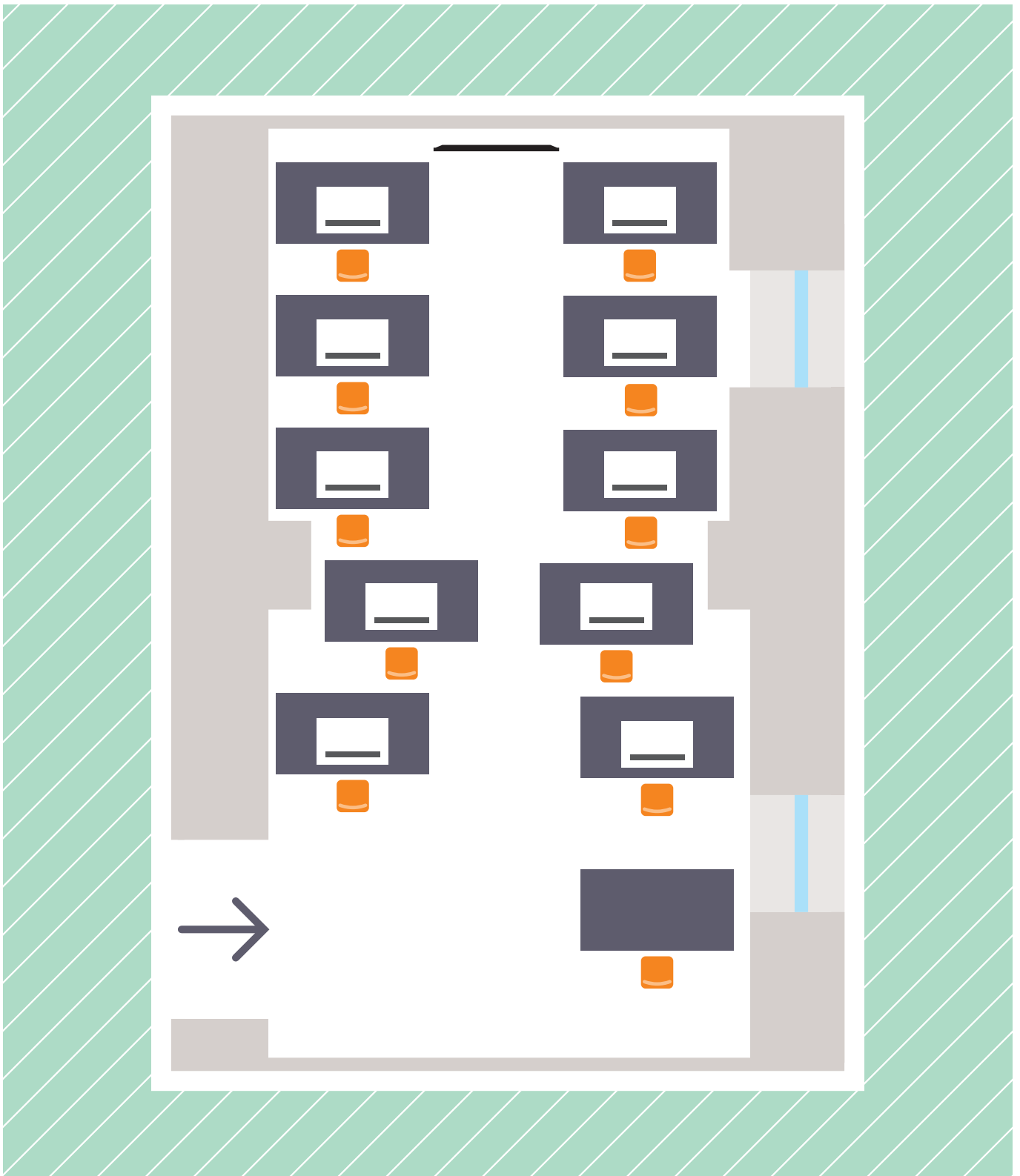
**Capacity: 25 students + 2 teachers**



Location in via Lariana, 8

**Layout CLASSROOM L01**

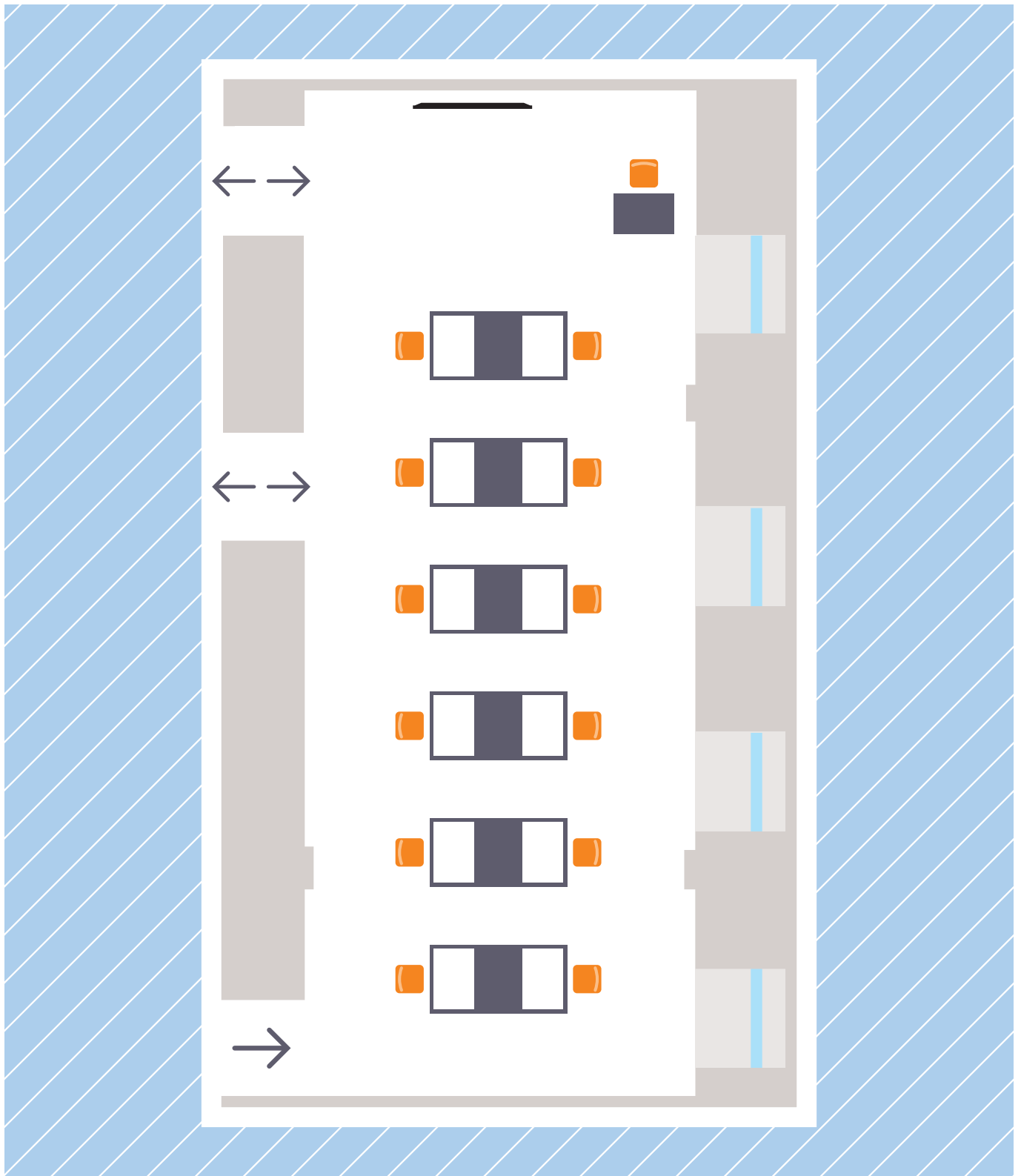
**Capacity: 10 students + 1 teacher**



Location in via Lariana, 8

**Layout CLASSROOM L02**

**Capacity: 12 students + 1 teacher**

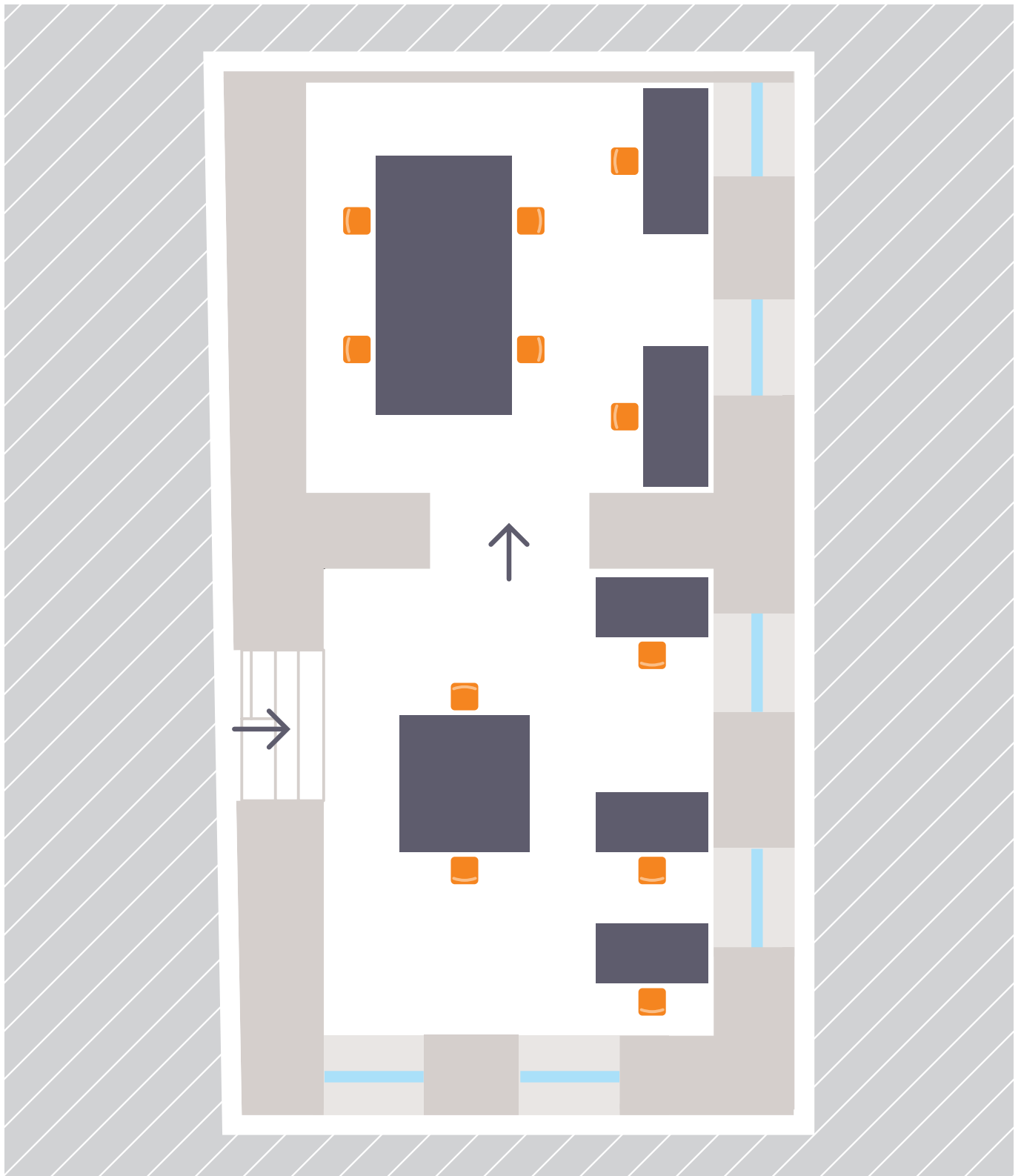




Location in via Lariana, 8

**Layout LIBRARY**

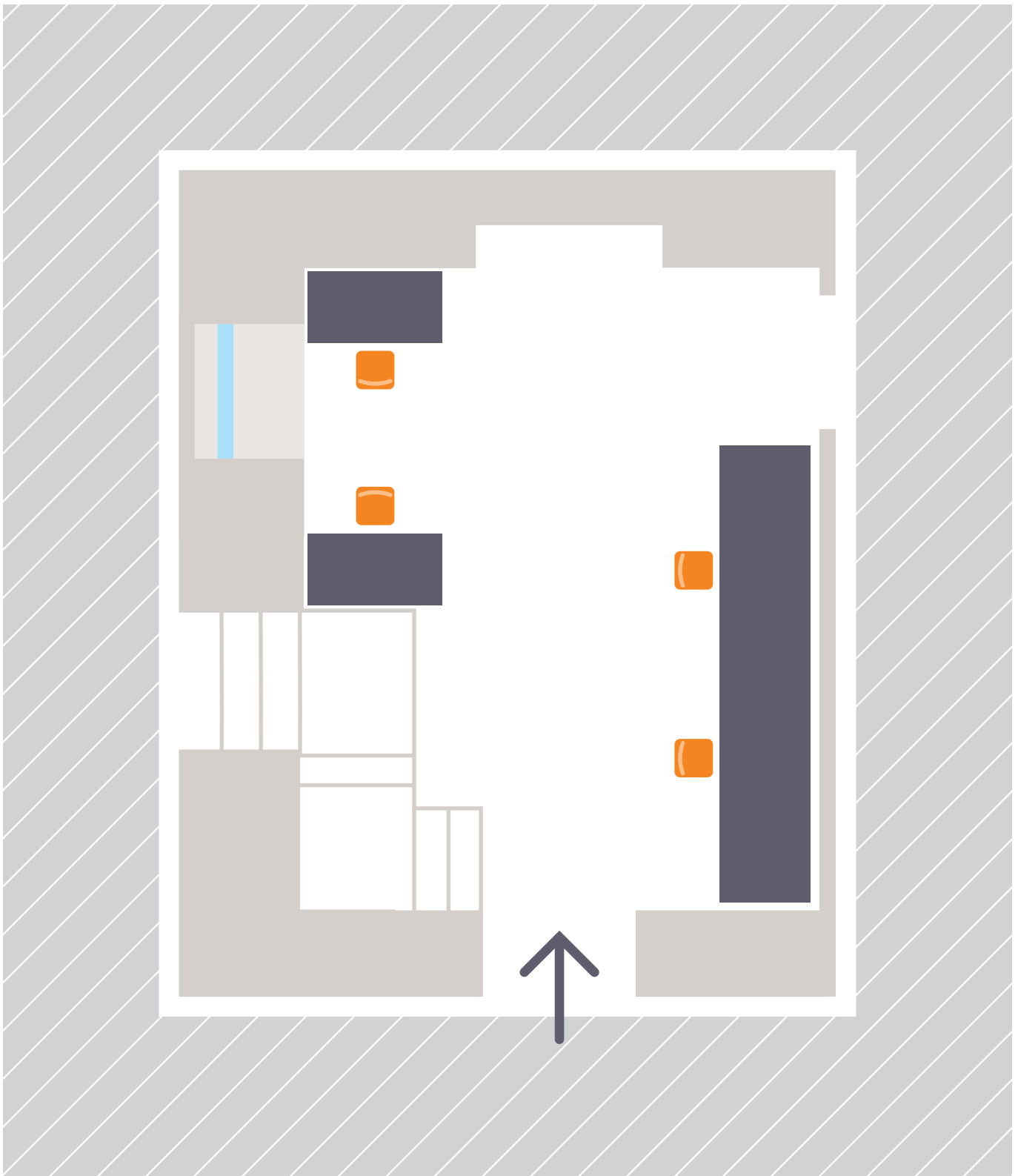
**Capacity: 11 people**



Location in via Lariana, 8

**Layout STUDY ROOM**

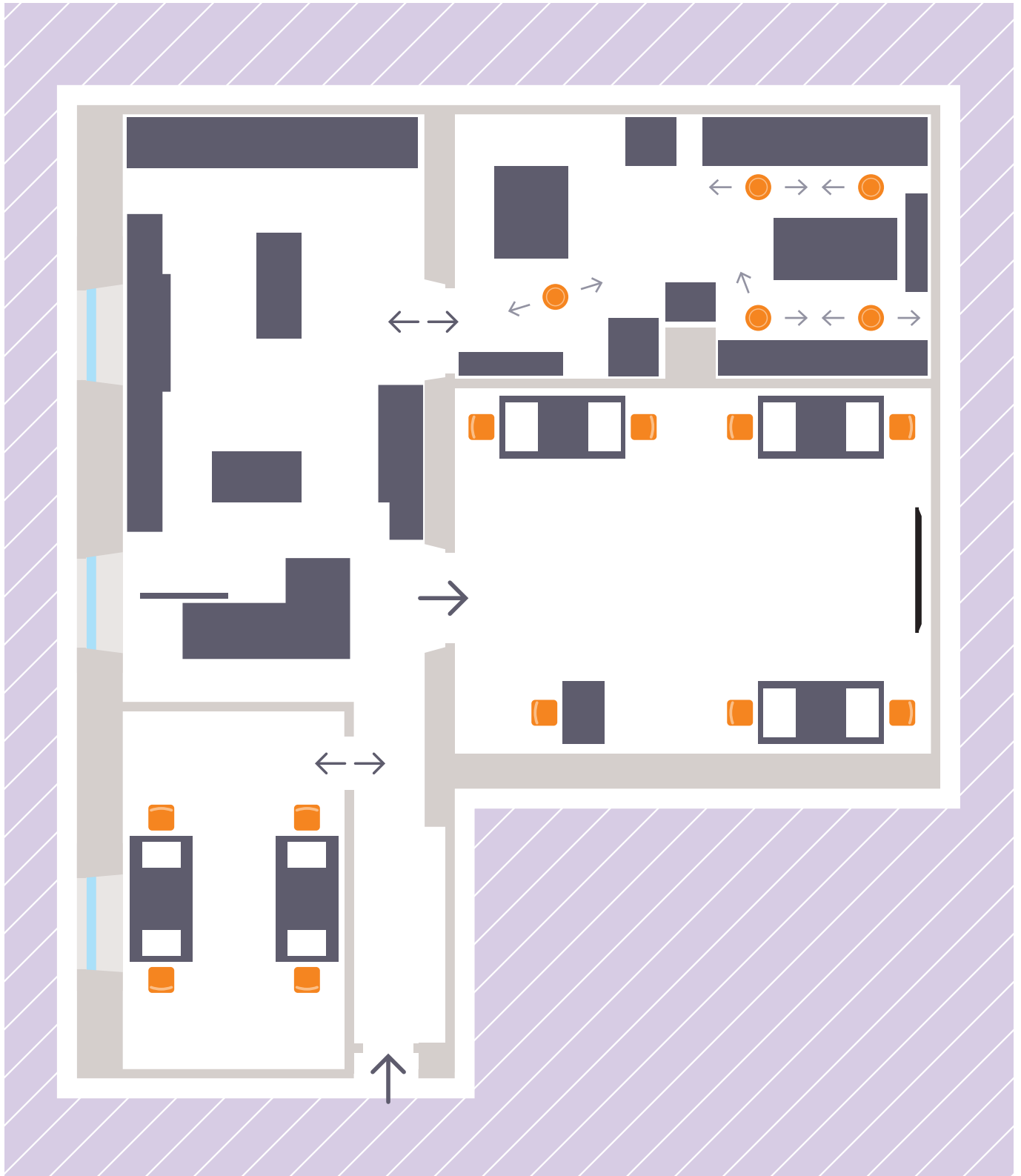
**Capacity: 4 people**



Location in via degli Ausoni, 7

**Layout CLASSROOM A01 + A02**

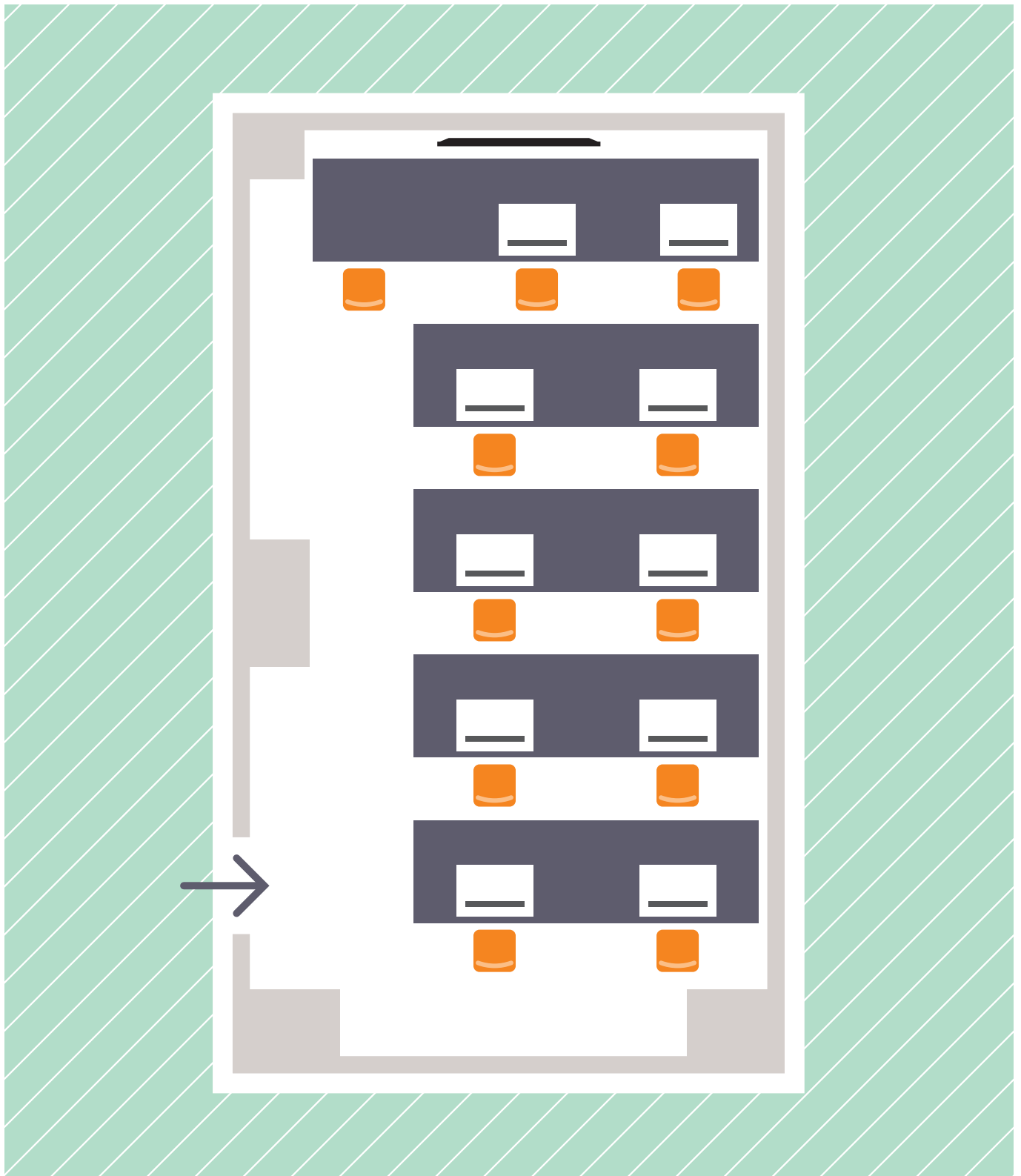
**Capacity: 14 students + 2 teachers**



Location in via degli Ausoni, 7

**Layout CLASSROOM A03**

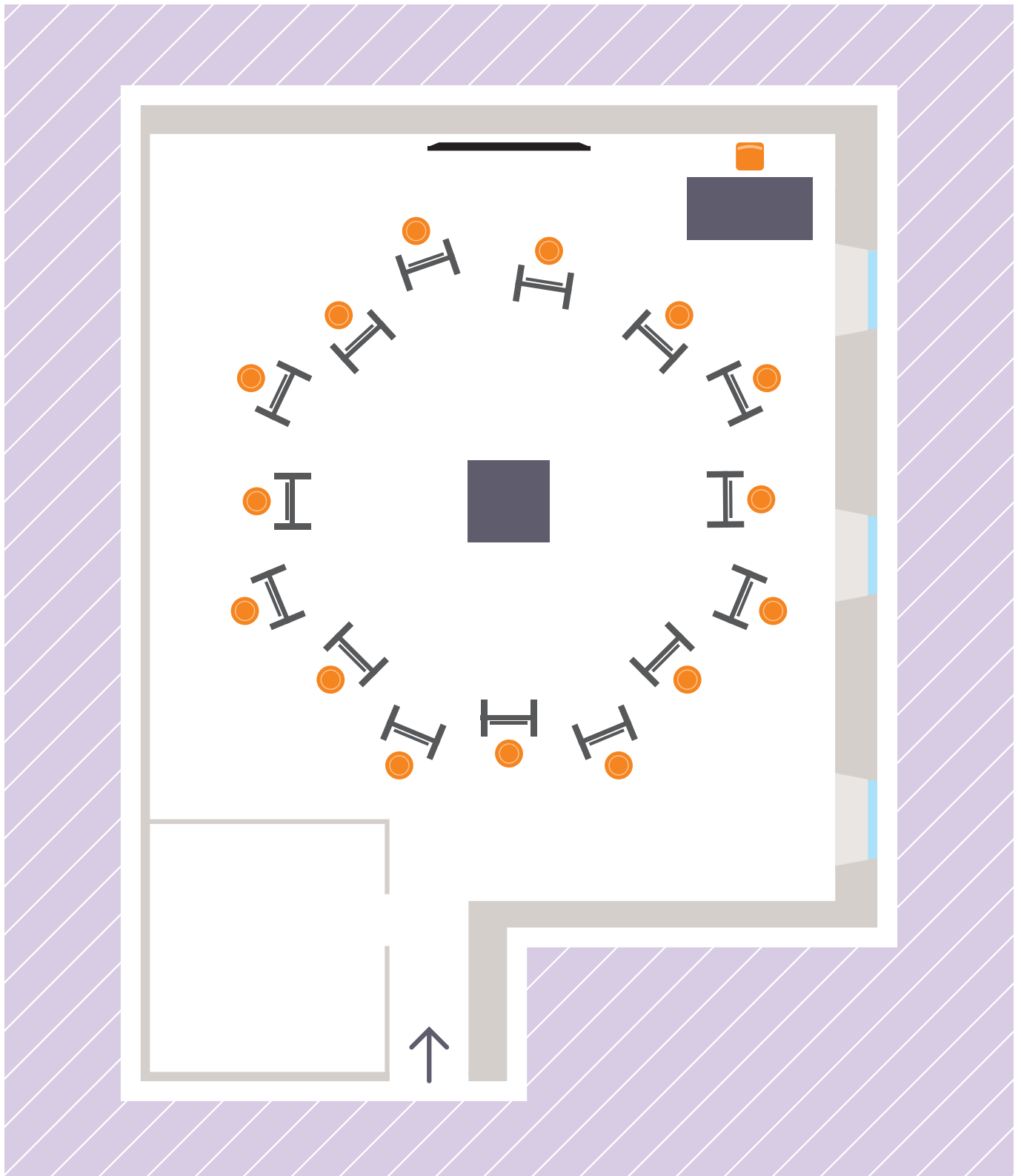
**Capacity: 10 students + 1 teacher**



Location in via degli Ausoni, 7

**Layout CLASSROOM A04**

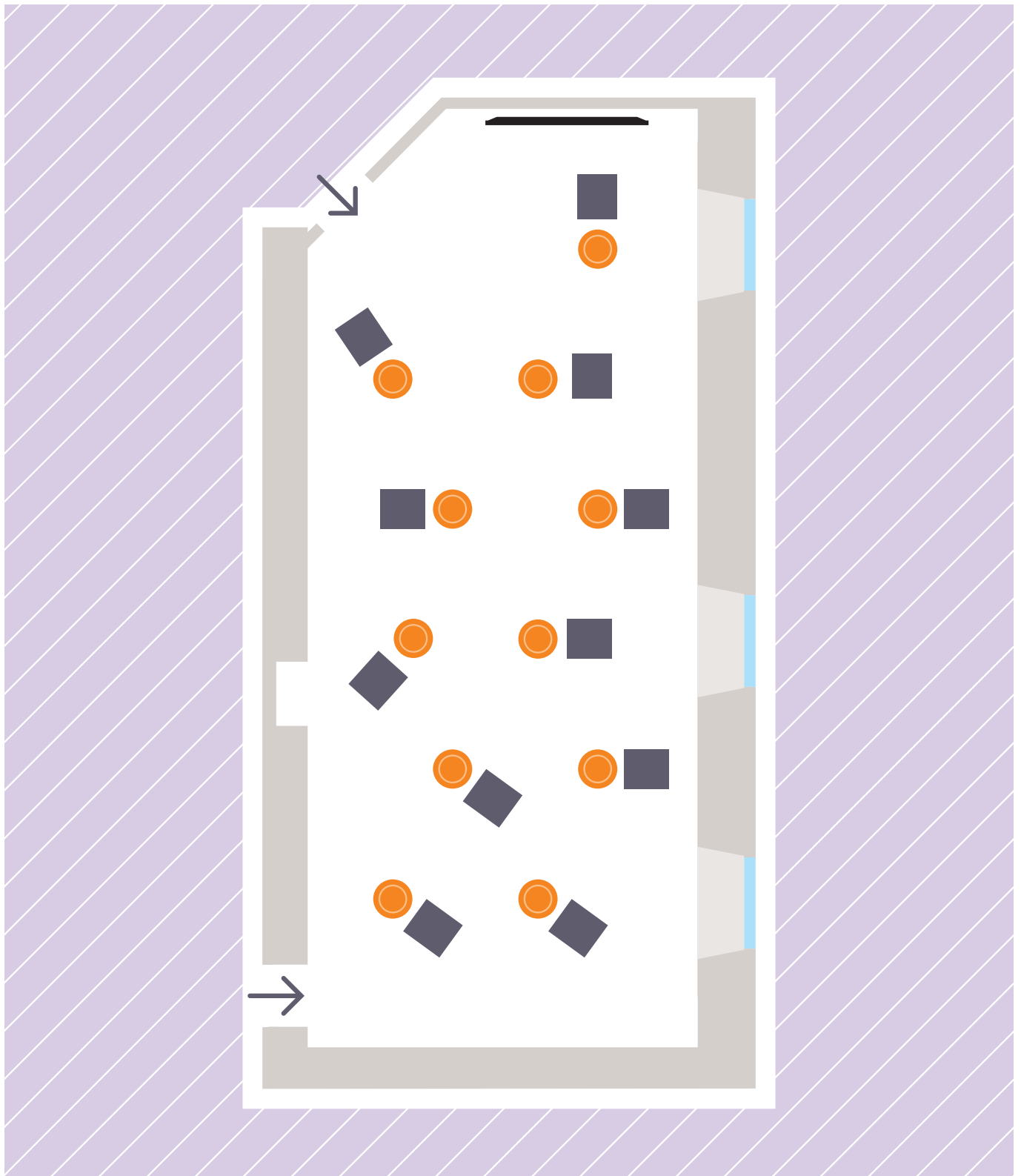
**Capacity: 15 students + 1 teacher**



Location in via degli Ausoni, 7

**Layout CLASSROOM A06**

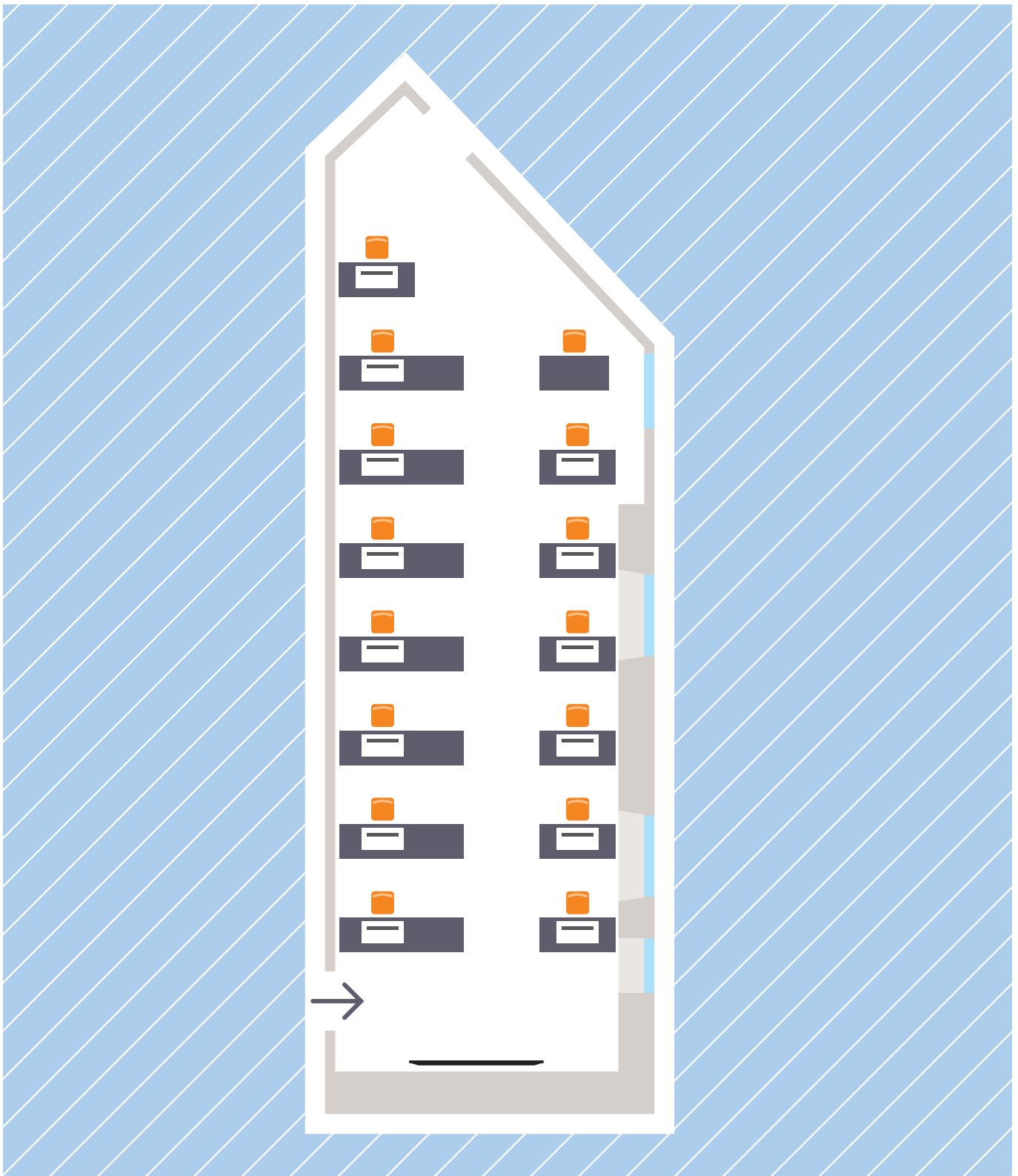
**Capacity: 10 students + 1 teacher**



Location in via degli Ausoni, 7

**Layout CLASSROOM A07**

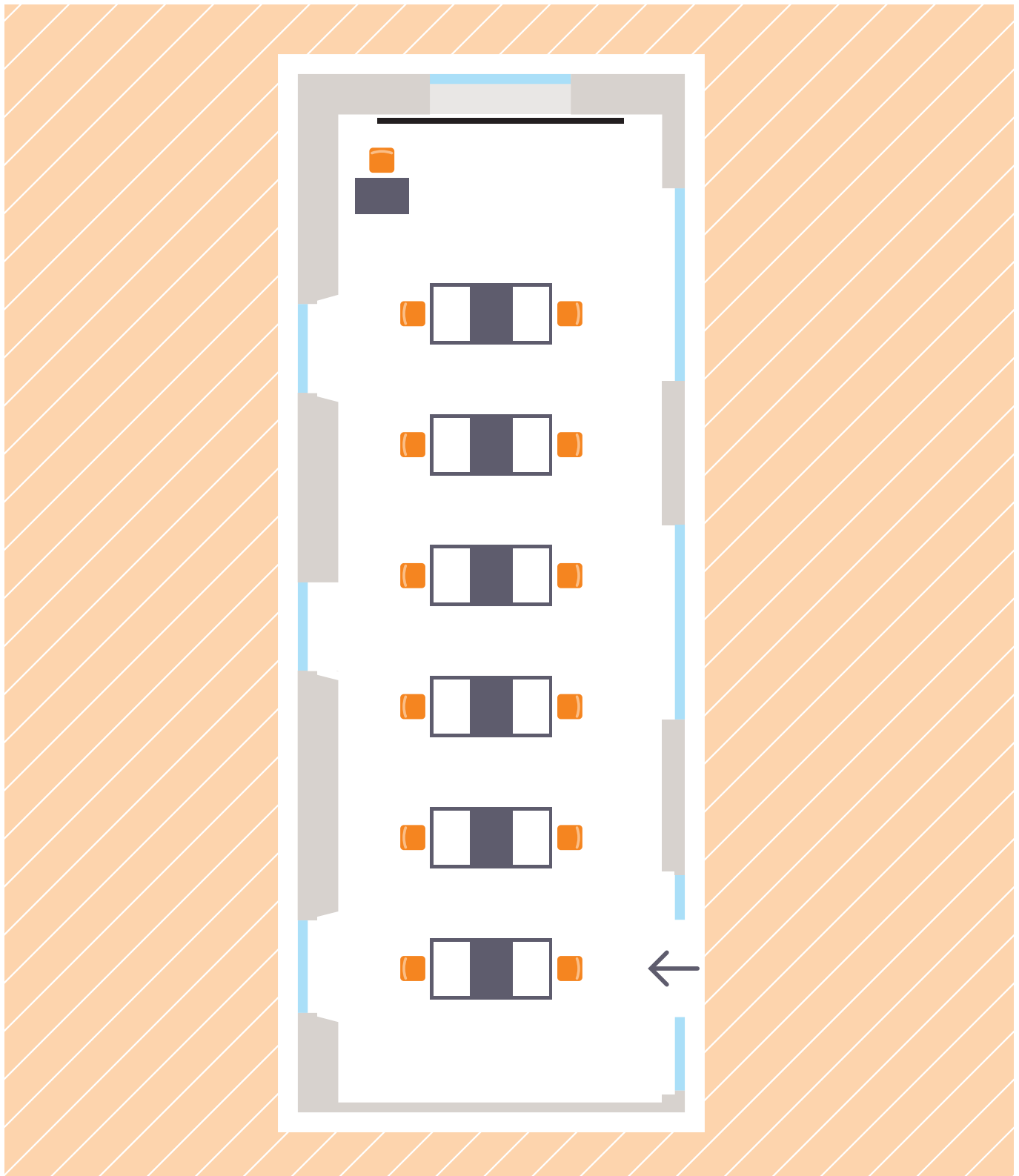
**Capacity: 14 students + 1 teacher**



Location in via degli Ausoni, 7

**Layout CLASSROOM A09**

**Capacity: 12 students + 1 teacher**

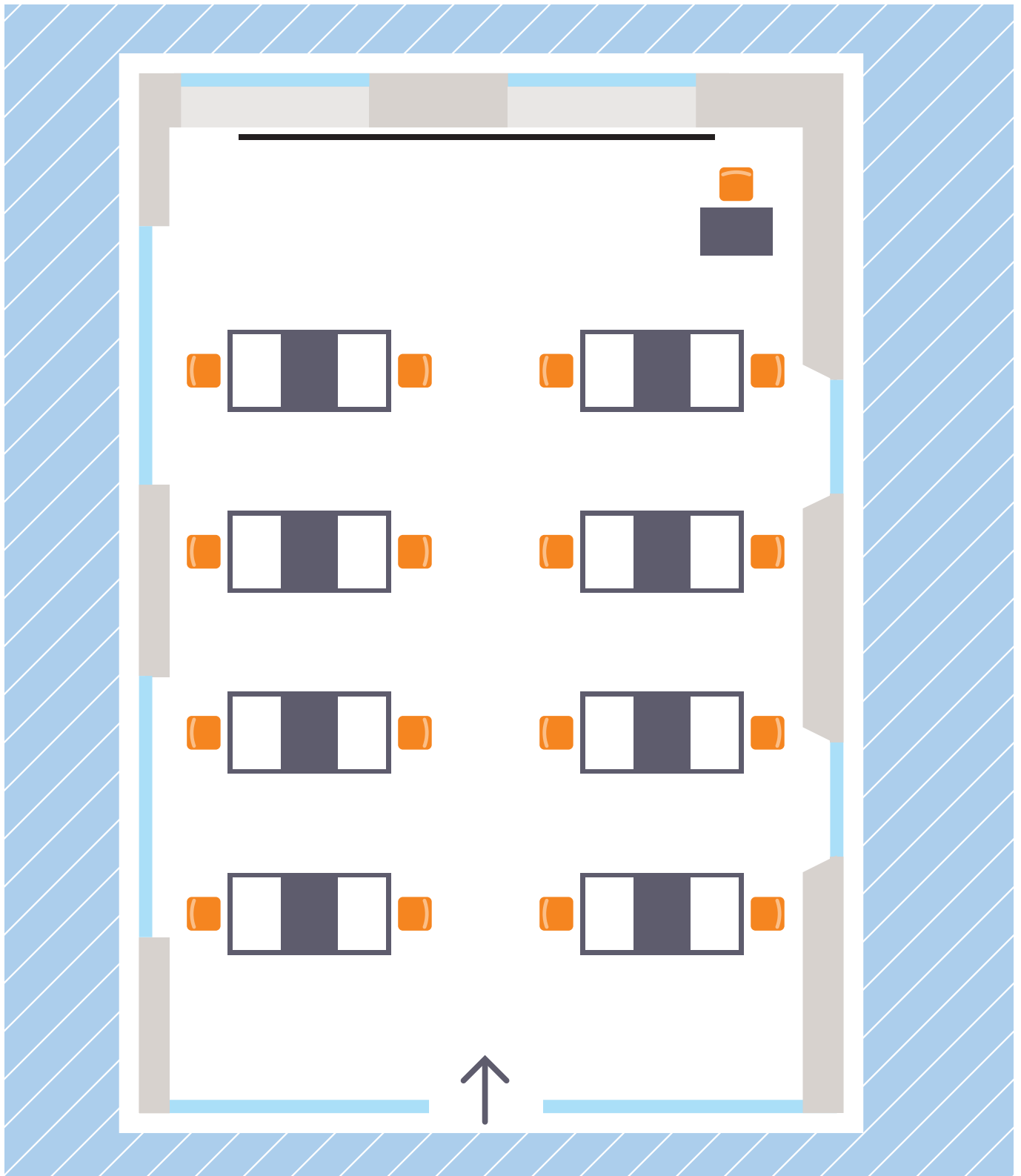




Location in via degli Ausoni, 7

**Layout CLASSROOM A10**

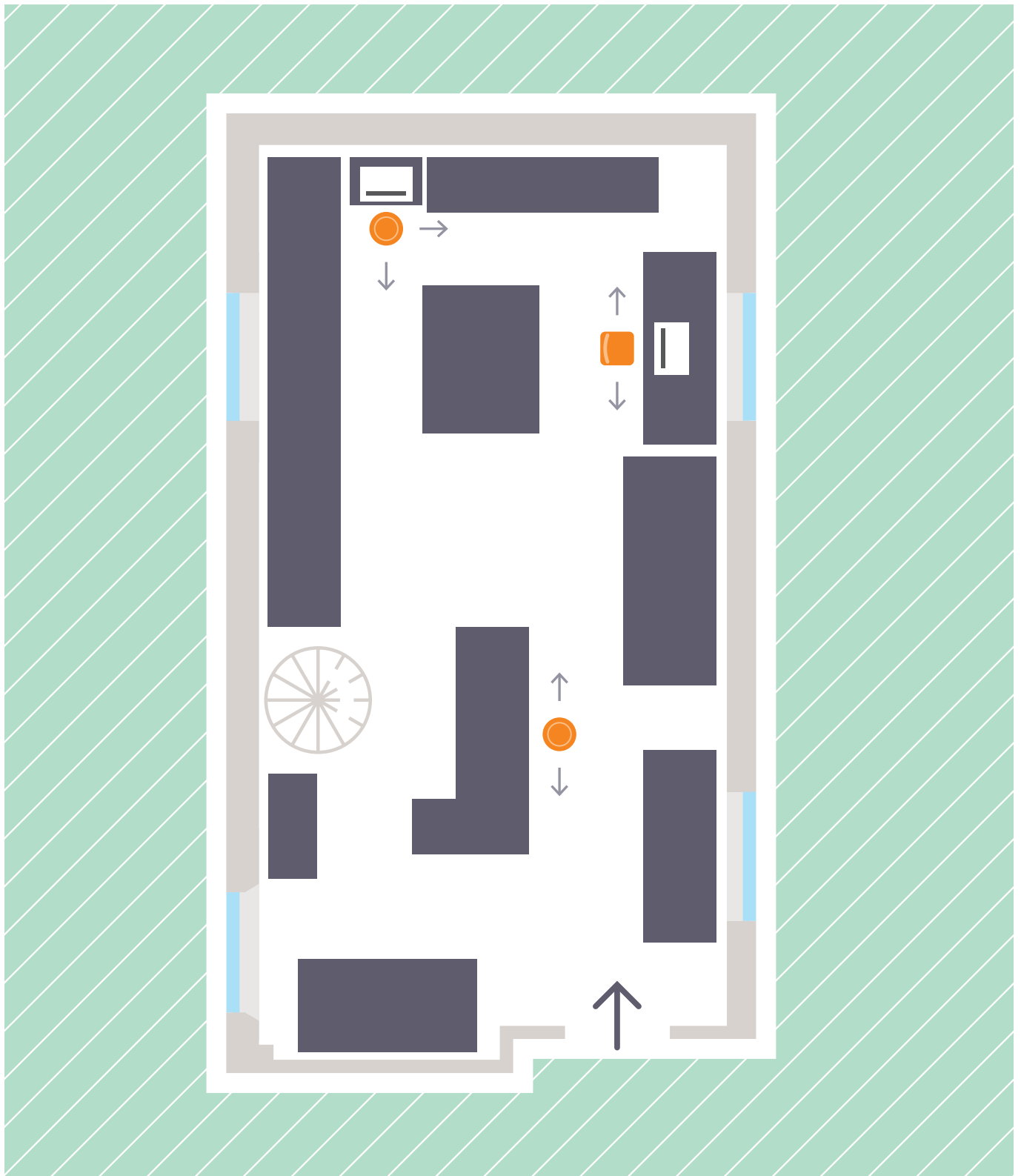
**Capacity: 16 students + 1 teacher**



Location in via degli Ausoni, 7

**Layout RUFALAB**

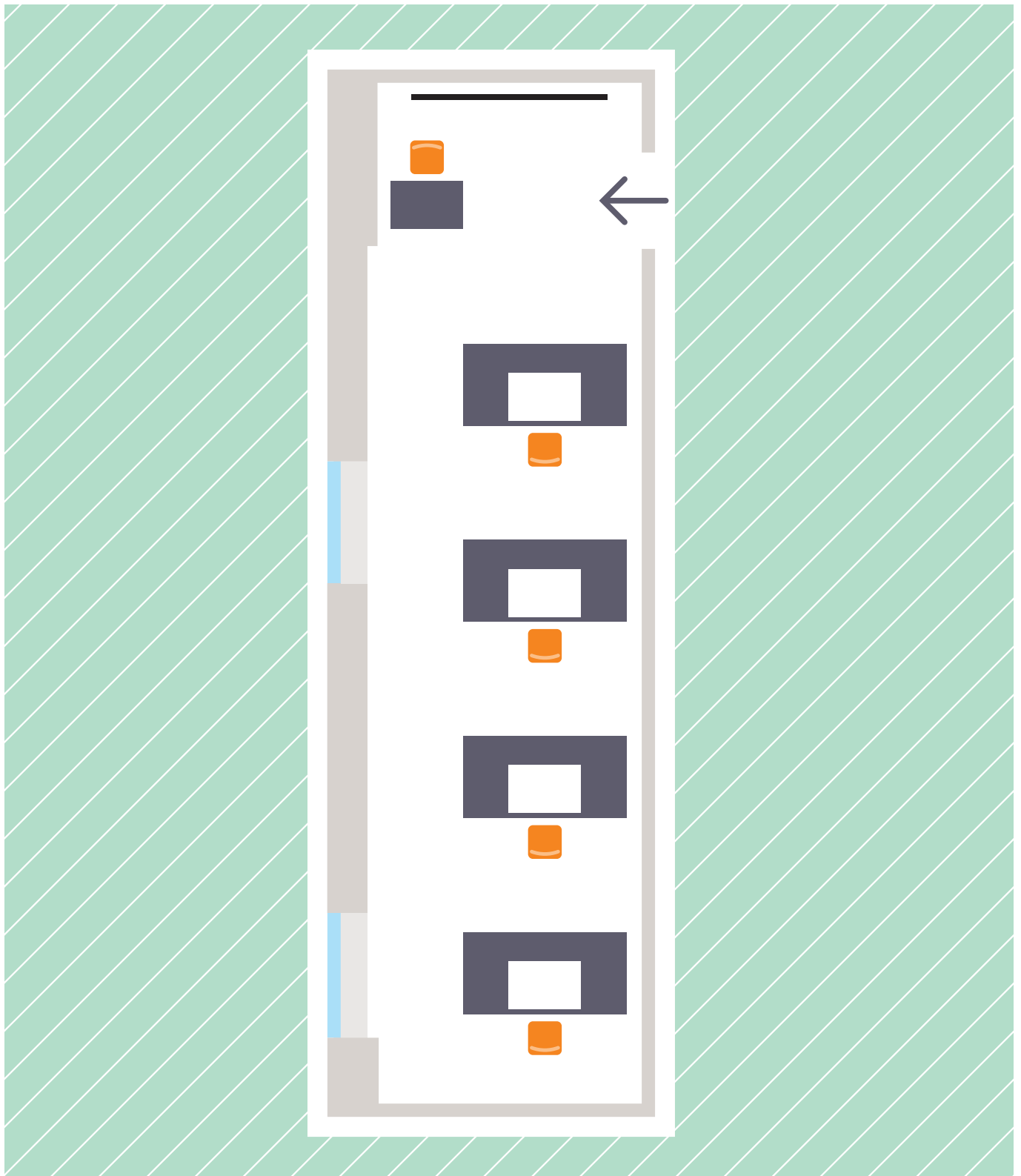
**Capacity: 2 students + 1 teacher**



Location in via degli Ausoni, 7

**Layout CLASSROOM A12**

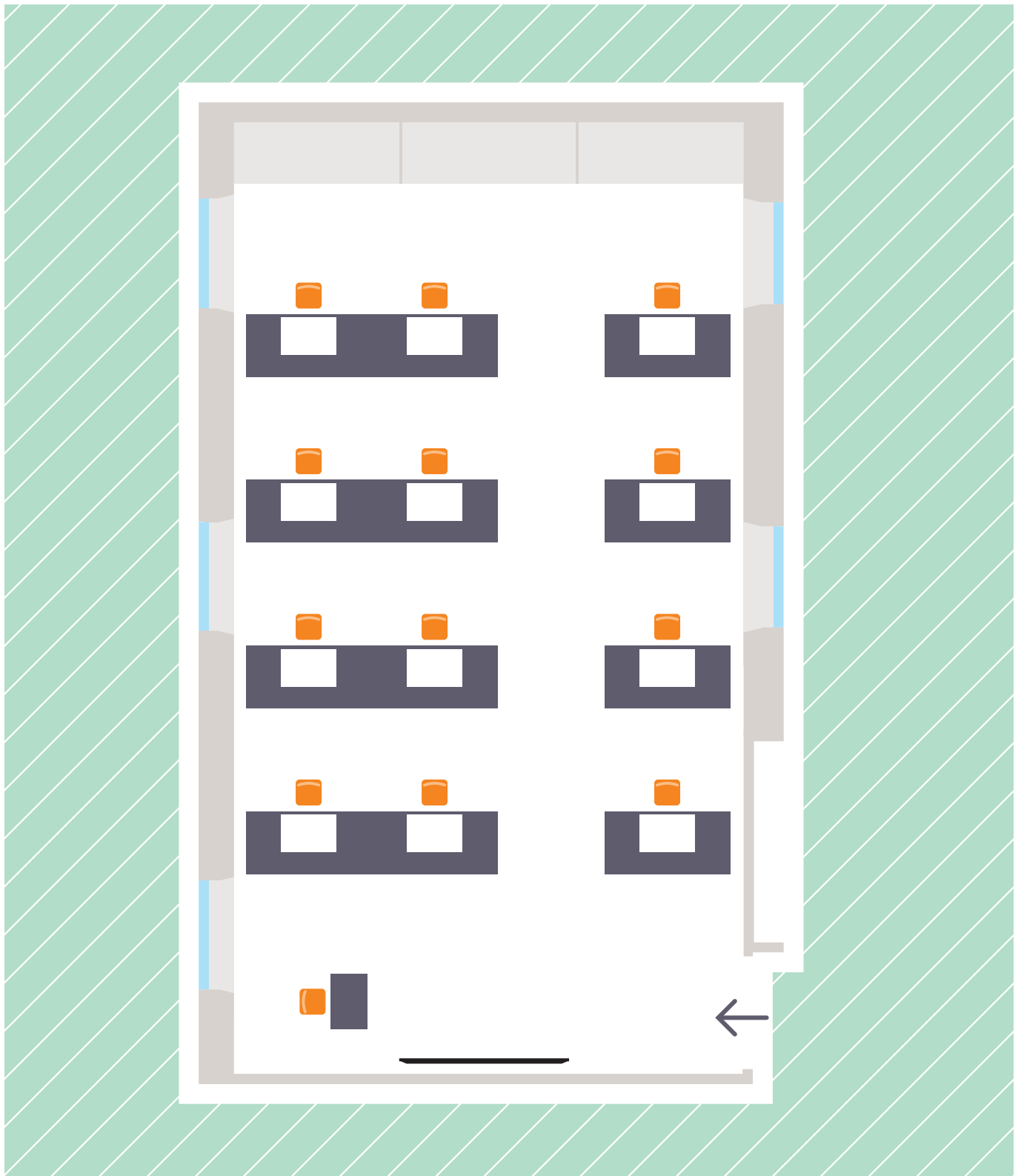
**Capacity: 4 students + 1 teacher**



Location in via degli Ausoni, 7

**Layout CLASSROOM A13**

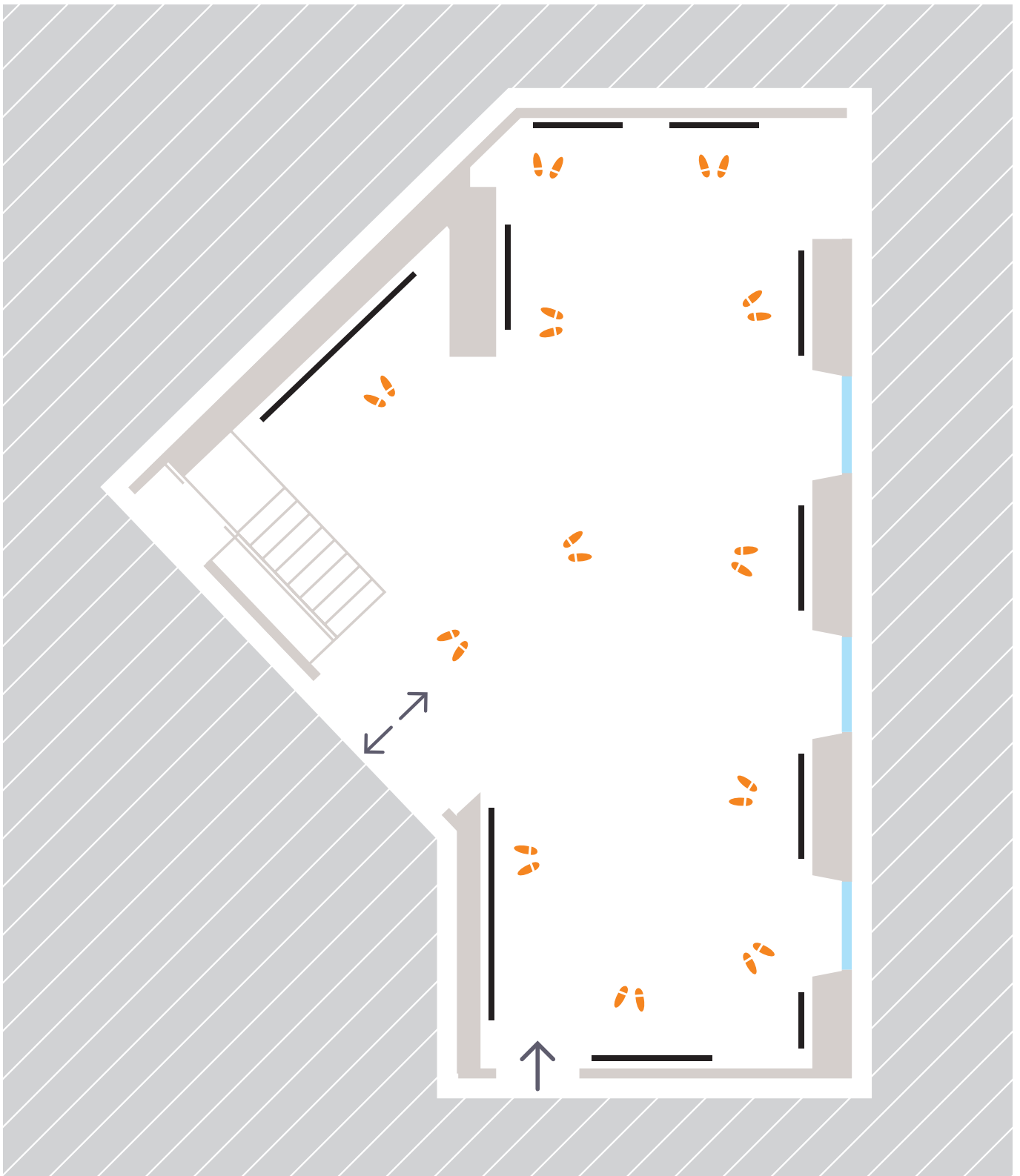
**Capacity: 12 students + 1 teacher**



Location in via degli Ausoni, 7

**Layout** **RUFA SPACE** (*Exhibition*)

**Capacity: 12 people**



Location in via degli Ausoni, 7

**Layout** **RUFA SPACE (Talk/lesson)**

**Capacity: 15 students + 1 teacher**

