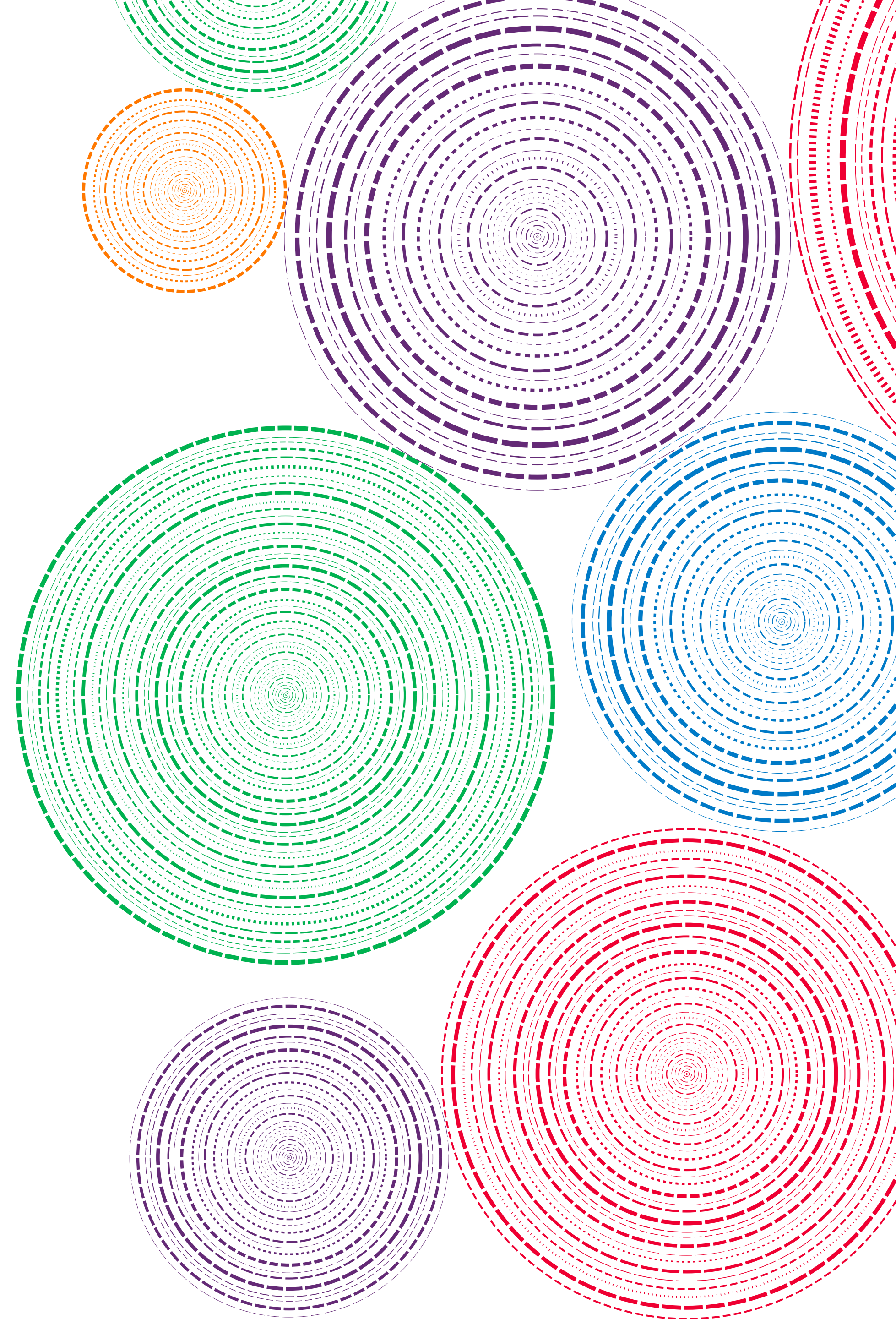


**RU
FA**

Rome
University
of Fine Arts

Plan for the management of the exposure to and trasmission of Covid-19

3RD OF SEPTEMBER 2021





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 line with the provisions of the Ministry, the goal is to guarantee mainly in-person lessons.



RUFA STARTS UP AGAIN SAFELY

- All the rooms are equipped with SHU devices to disinfect the environment;
- 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, even online;



YOU CAN ACCESS RUFA WITH A GREEN PASS

RUFA has defined a safety protocol that regulates access in the Academy and the use of spaces in line with management regulations of the Covid-19 emergency.

Law Decree 111 of 6 August 2021 highlighted that, with effect from the 1st of September and until the 31st of December 2021, to access RUFA one must show the “green pass”. Students, lecturers, collaborators, external workers and anyone accessing the Academy must show the green pass.



HOW TO GET A GREEN PASS

The “green pass” allows you to take part not only in educational and curricular activities in-person (theoretical and practical lessons, exams and thesis), but also in extra curricular activities (exhibitions, talks, workshops, seminars).

The “green pass” is issued by the Ministry of Health and certifies one of these conditions:

- to have been vaccinated against COVID-19 (in Italy it is issued both after the first dose and after completing of the vaccination cycle);
- to test negative to a rapid molecular or antigen test within the last 48 hours;
- having recovered from COVID-19 over the past six months.



HOW TO GET A GREEN PASS

Who does not have to present the Green Pass

Individuals who are exempt from having to be vaccinated for health reasons do not have to show the green pass if they show an appropriate medical certification.



VACCINATION COMPARABILITY

The vaccines recognized by the European Union and the Italian Health Agency are the following: Pfizer-BioNtech's Comirnaty, Moderna, Vaxzevria, Janssen (Johnson & Johnson). Certifications issued in accordance with the law in force in the Member States of the European Union are recognized as equivalent if they comply with the defined criteria of the Ministry of Health.

Certifications issued in a non-European Country after taking a vaccine that is recognized by in the European Union and validated by a member State of the Union are recognized as equivalent if they comply with the criteria defined in the memo of the "Ministry of Health".



VACCINATION COMPARABILITY

Those who have been vaccinated with vaccines not recognized by the European Union (for example Sputnik) and who need to follow the academic activities in-person will have to take a swab test every two days to get the green pass, and show it.

Alternatively, they can enroll in the National Healthcare service and, after obtaining a positive medical opinion, get vaccinated in Italy.



ACCESS TO THE ACADEMY AND MEASUREMENT OF BODY TEMPERATURE



1. Students and lecturers who intended to access RUFA must:
 - a) get and show their covid-19 green pass;
 - b) access the Academy wearing a mask;
 - c) access the classroom no later than the established time, sit in the workstation reserved for them and wear a mask;
 - d) wait for the lecturer to arrive, while continuing to wear the mask.



ACCESS TO THE ACADEMY AND MEASUREMENT OF BODY TEMPERATURE



2. Before beginning the lesson the lecturer or a delegate of the Director must:

- a)** measure the temperature of those present and note down the results;
- b)** if the body temperatures are normal, the lesson may proceed;
- c)** if the values were higher than 37.5° degree Celsius the student must leave the room if he/she conscious. If unconscious he/she must wait for the medical staff to arrive;



ACCESS TO THE ACADEMY AND MEASUREMENT OF BODY TEMPERATURE



d) in the event that, for any reason or force majeure cause (absence of the lecturer or delegate of the Director for health reasons), it is not possible to measure the temperature, the students are obliged to fill in a self-certification form, provided by the front desk and / or by the lecturer and / or by another employee.



ACCESS TO THE ACADEMY AND MEASUREMENT OF BODY TEMPERATURE



The students, while maintaining the distance and sitting in the seats assigned to them, will be able to remove the mask if the legislation in force at that time so allows it and the educational needs require it. At the moment the laws require the use of the mask in all circumstances. Subjects who have particular pathologies do not have to wear the mask. In this case it is necessary to produce a specific certification provided by a body accredited by the National Health Service.



ACCESS TO THE ACADEMY AND CARRYING OUT THE LESSON



If the lecturer is in his/her chair and if the regulations allow it, he/she may not use the mask.

The lessons have been adapted to the spaces.

The workstations in the classroom that can be used by students have been placed at a distance envisaged for this mode of interaction by the Committee National Scientific Technician.



ACCESS TO THE ACADEMY AND CARRYING OUT THE LESSON



If the lecturer wants to check the papers, approaching the students or interacting more closely with them, everyone will have to always wear the mask.

In case of particular and restricted activities (for example photo shoots, video shoots or other) it will be possible not wear the mask for the limited time necessary to carry out the activity itself, but respecting the interpersonal distance of 1 meter.



MANAGEMENT OF FOREIGN STUDENTS



The general rules for travelling to / from abroad is contained in the Prime Minister's Decree of the 2nd of March 2021.

The Prime Minister's Decree continues to be based on lists of countries for which different measures are foreseen.

The Ministry of Health has broken down the Countries in 5 different groups, marked by the letters of the alphabet (A, B, C, D, E).



MANAGEMENT OF INTERNATIONAL STUDENTS



Generally the student or lecturer coming from abroad must come to Italy to spend a period of education must:

- 1) show at the airport the certificate indicating the negative result to a swab test carried out in the Country of origin taken no earlier than 72 hours before departure;
- 2) if not arriving by plane, send a copy of the certificate to the institution;
- 3) communicate his/her address of residence in Italy before departure;



MANAGEMENT OF INTERNATIONAL STUDENTS



- 4) once in Italy, to quarantine for 14 days starting from the day of arrival and, in the case of the symptoms from Covid-19, to notify the competent health authority;
- 5) to carry out a test swab at a authorized Italian center and to send the results to the institution.



MANAGEMENT OF INTERNATIONAL STUDENTS



Students who have undergone a Covid-19 vaccination or who have recovered abroad, can make a booking through the website www.openvax.aslroma1.it to request and obtain the equivalence of vaccination or recovery certificate issued by foreign states or they can refer to the doctors of the medical guard.



SPECIFIC INFORMATION FOR STAGE AND INTERNSHIPS



3. Carrying out a stage or an internship is to be considered equivalent to the activities carried out within the Academy.

To carry out the stage or internship, students must necessarily show the green pass to their employer or tutor at the company. The RUFA Stage and Internship Office are required to ask the employer or the tutor that they have checked the green passes of those who work at their company.



ACCESS TO THE BUILDINGS, TO THE LABORATORIES, TO THE LIBRARY AND OFFICES

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

Access to the workshops will be limited and possible even in small groups of maximum 5/6 people, depending on the size of the laboratory.



ACCESS TO THE BUILDINGS, TO THE LABORATORIES, TO THE LIBRARY AND OFFICES

Access to the Library will also be limited and for consultation / study a maximum of 3 students will be allowed at the same time.

The seats must be booked by email at: biblioteca@unirufa.it.

Access to RUFA offices can only be made by making a booking with the office itself. The email addresses of the offices are available on Contacts the page of the unirufa.it website



ACCESS TO EXHIBITIONS AND EVENTS

Starting from October 2020, students will be able to organize exhibitions on site, following the usual request and organization procedures, while respecting the Covid-19 safety regulations.

Students will be able to submit proposals of events/exhibitions to the Offices of the Academy through the appropriate web form. If the proposal is accepted, they will organize it with the Communications and Events office.



ACCESS TO EXHIBITIONS AND EVENTS

A maximum of 12 people can participate in the events at the same time (students, visitors, curators) and opening and closing events that attract too many people at the same time will not be organized. The Communication Office will find with the students a digital way of attending the exhibitions/events.



ACCESS TO RUFART CAFÉ

Access to **RUFART Cafè** will be limited to 4 people at the counter at the same time, standing in the spaces indicated by the signalling.



ACCESS IS NOT PERMITTED IF:



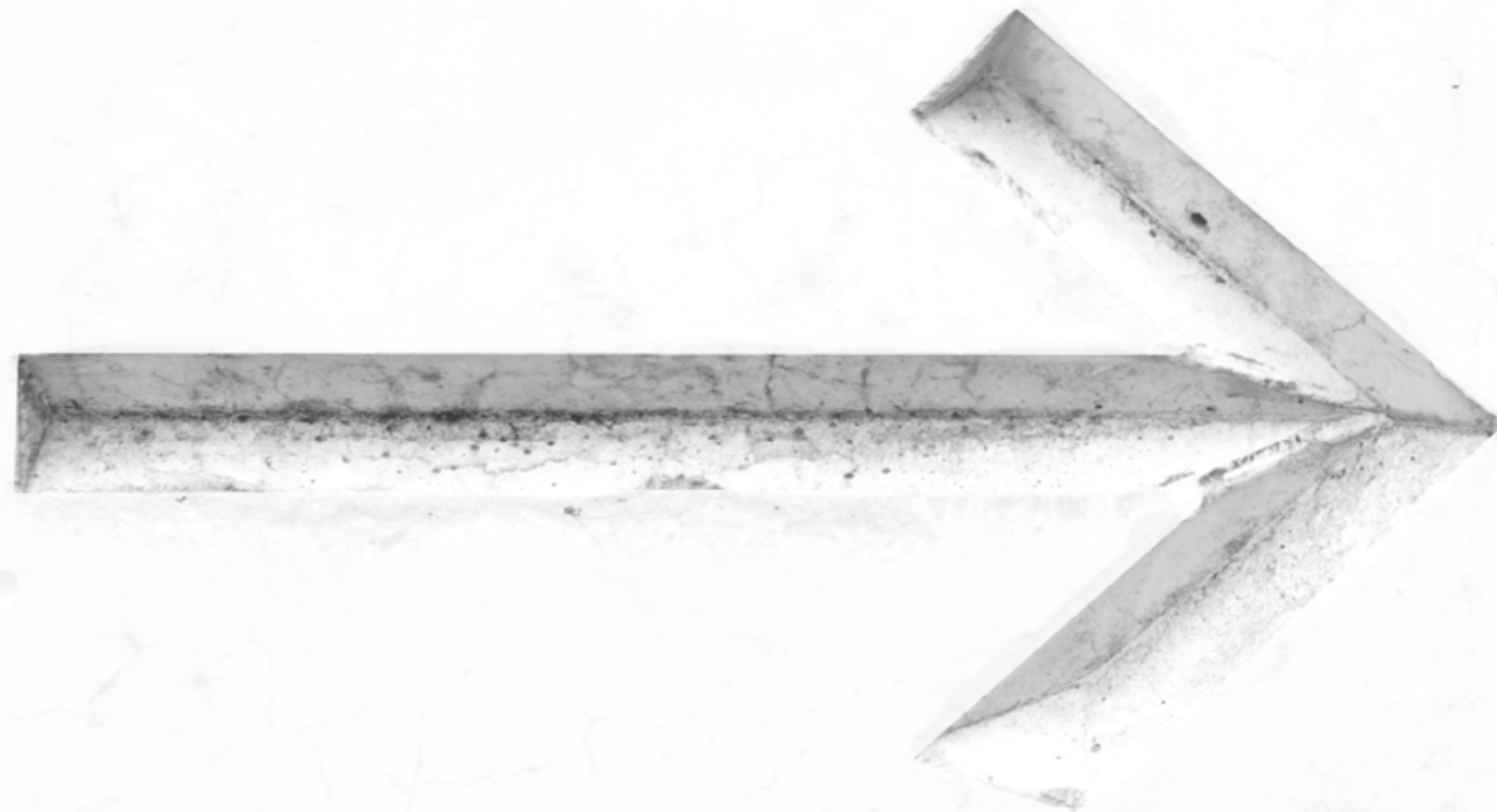
Your body temperature is higher than or equal to 37.5° degree Celsius or you have other flu symptoms (at the Front Office you must guarantee through a self-certification that you have measured your temperature at home).



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 self-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.



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, coffee, 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.



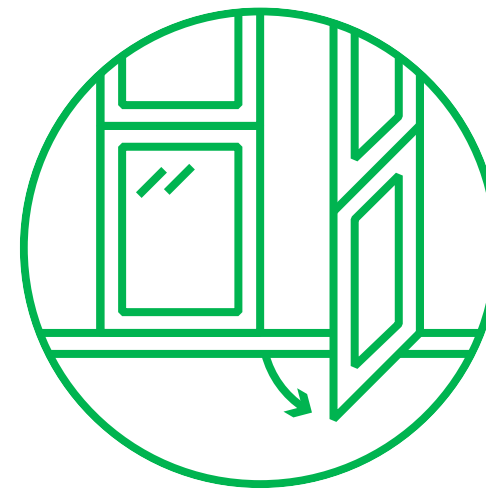
Avoid hugs and handshakes until this emergency will be over.



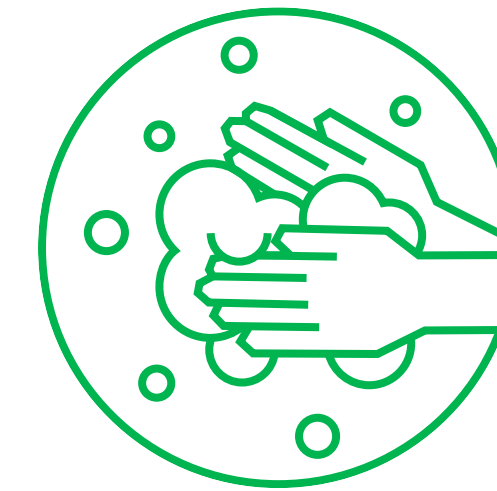
Avoid sharing glasses, cutlery, bottles.



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

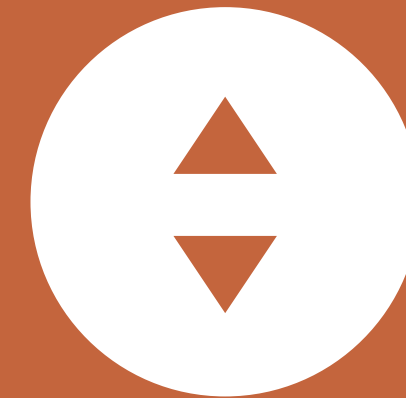


Wash your hands often with soap and water or an alcohol-based gel and avoid contact with respiratory secretions.



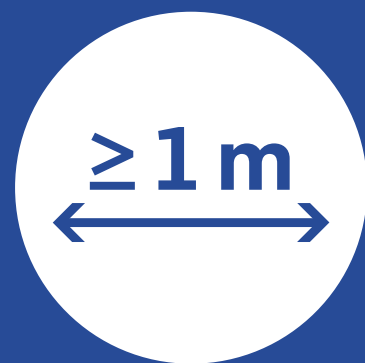
AVOID GATHERINGS

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?

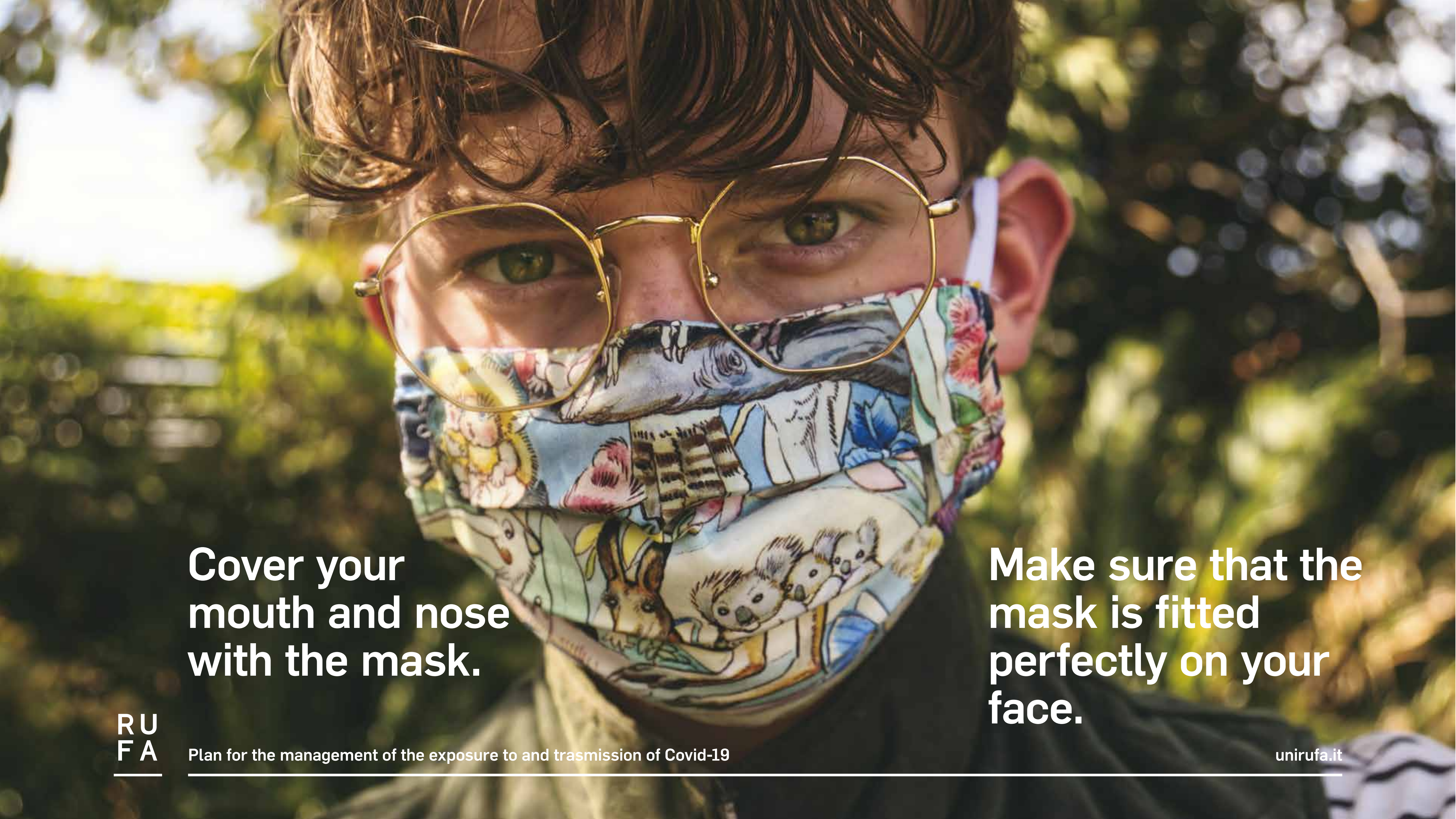
how to wear, use, remove and dispose of the masks daily

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 CAREFULL.**




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

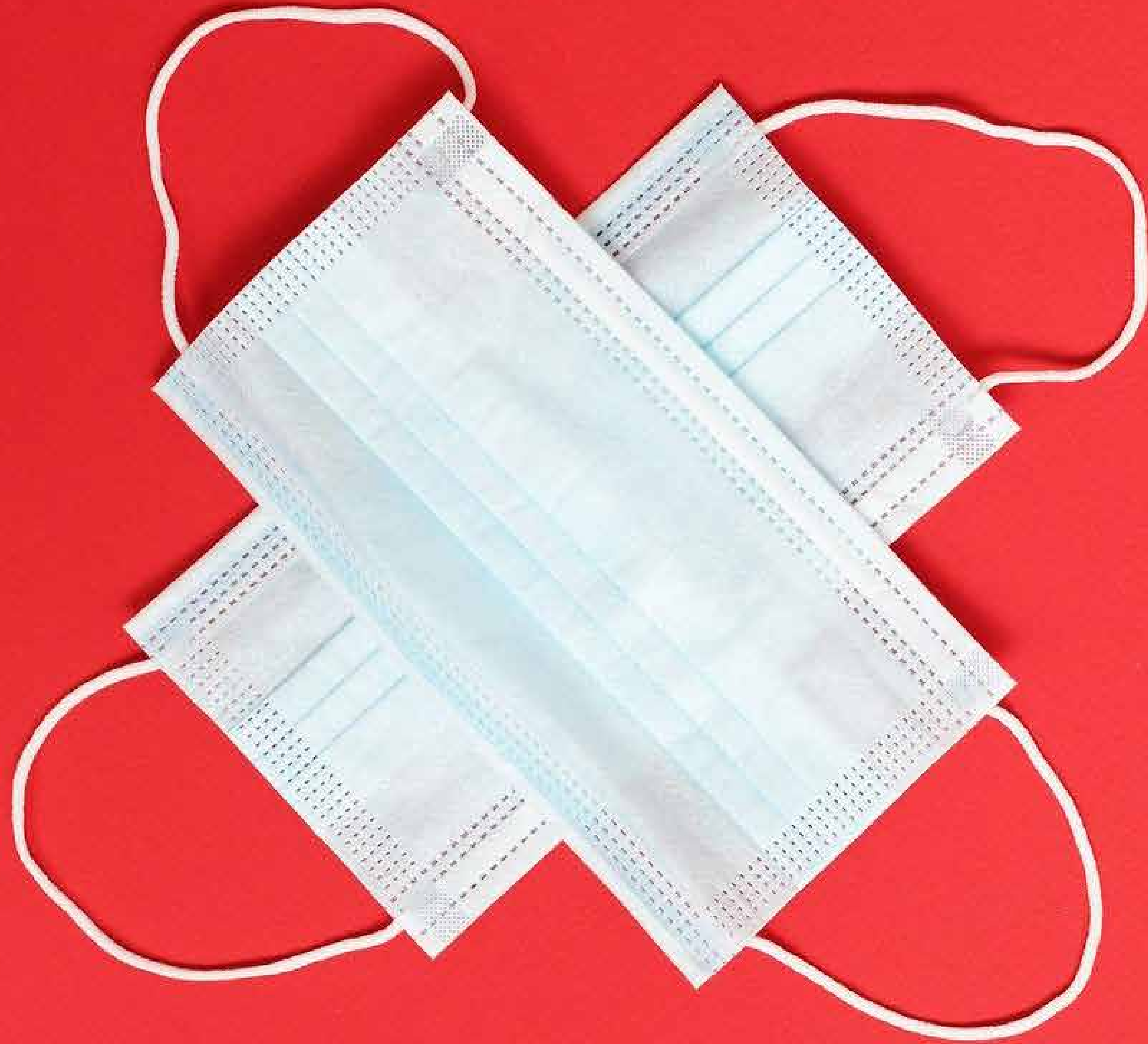


**Cover your
mouth and nose
with the mask.**

**Make sure that the
mask is fitted
perfectly on your
face.**



**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.



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

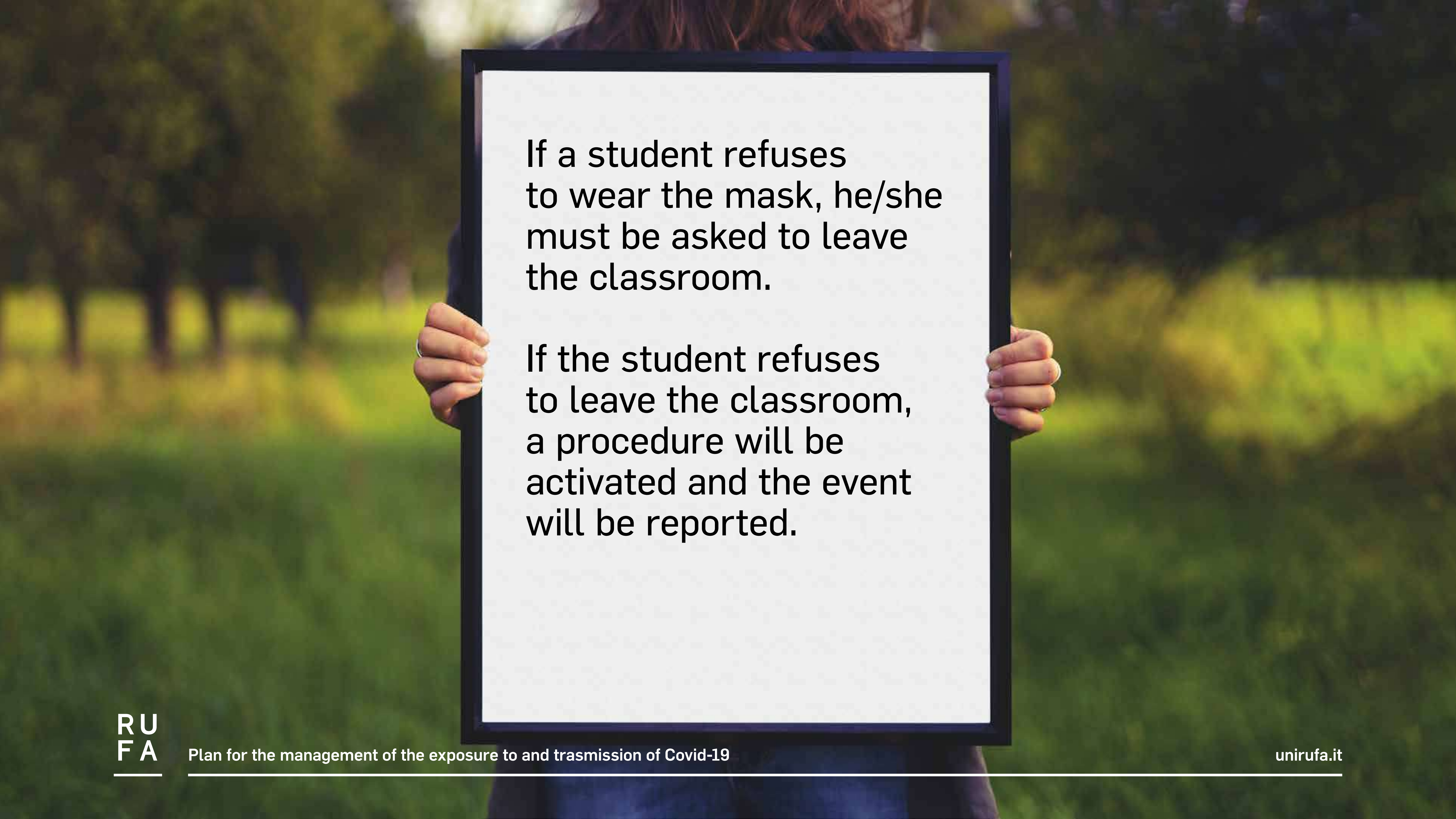
MASK - WHEN SHOULD YOU USE IT



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 dark hair is seen from behind, holding a large white sign with a black border. The sign contains two paragraphs of text. The background is a blurred outdoor 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:

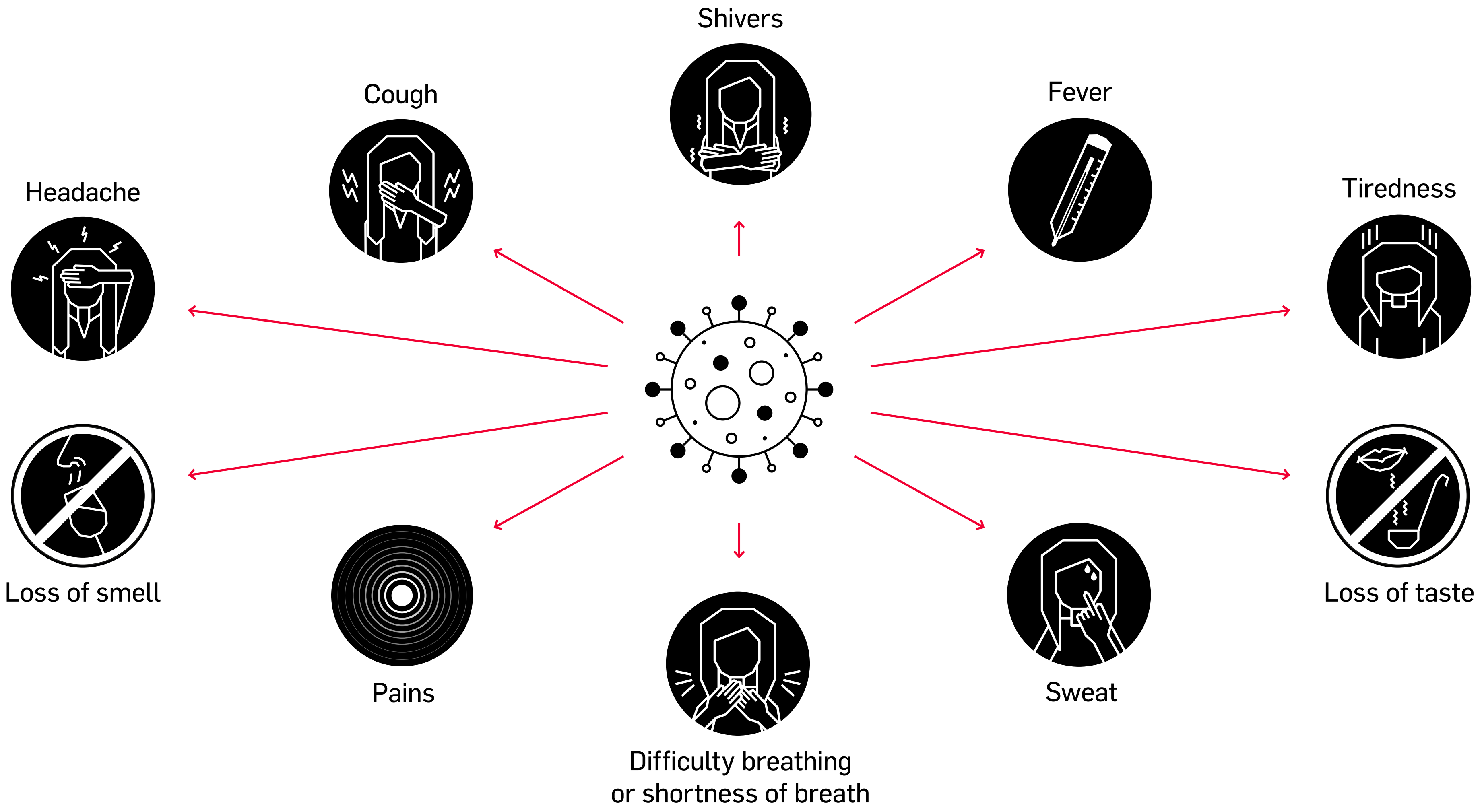
800 118 800 - Lazio Region

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





 **COVID-19**