

Accademia Adrianea di Architettura e Archeologia onlus
Record of regulating measures to combat and contain the spread of
Covid-19 virus in working environments.

INFORMATION ON SAFETY MEASURES FOR STUDENTS, VISITORS AND SUPPLIERS
ACCESSING THE ACCADEMIA ADRIANEA DI ARCHITETTURA E ARCHEOLOGIA ONLUS
(Update valid from 27 May 2020)

1. General principles

- a. This statement defines the health and safety measures adopted by the Accademia Adrianea di Architettura e Archeologia onlus and the rules that will apply to students, visitors and suppliers for the containment of the risk of contagion in what is called the Phase 2 of the emergency Covid-19.
- b. The rules collected in this document are defined in line with national regulations and, where applicable, with local ordinances and are therefore assumed to be known by all. Particular reference is made to the Record shared between the Government and the social partners on April 24th 2020 and to the DPCM April 26th 2020 and ss.mm.ii. and the company record.
- c. Among the principles established by the legislation issued for emergency management Covid-19 in the workplace, Amendment No.19 highlights that the health and safety of persons depends both on the actions taken by employers and also on the cooperation and sense of responsibility of each person concerned, whether it is an employee or non-employee.

2. Access mode to the Accademia Adrianea di Architettura e Archeologia onlus

- a. Temperature detection: anyone who requests access to the Accademia Adrianea di Architettura e Archeologia onlus will be subjected to the body temperature control that can be done by infrared thermometer.
- b. Access ban for over-threshold: given the legal requirement for anyone with flu symptoms or even just a body temperature above 37.5° to stay at their home, people with temperature above 37,5° are denied the access to the Accademia Adrianea di Architettura e Archeologia onlus and the same will be invited to return home and to consult their doctor or ASL of reference. Only with regard to the above-threshold subjects and exclusively for the purposes provided by the current legislation, personal data will be recorded with the annotation of the crossing of the over-threshold. For all this process appropriate privacy policy is provided.

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- c. Requirements applicable irrespective of temperature readings at the inlet. Stay at home in the presence of a fever (over 37.5°) or other flu symptoms and call your family doctor and health authority.
- d. State immediately, even after entry, if any conditions of danger arise (symptoms of flu, temperature, coming from areas at risk or having been in contact with people positive to the virus in the previous 14 days, etc.) therefore the Authority's measures require you to inform the family doctor and the Health Authority and to remain at home.
- e. Permission to visit. The entrances of the students, visitors and suppliers must be pre-authorized through procedure by the contact person who receives the visit. Therefore, to be able to access the Accademia Adrianea di Architettura e Archeologia onlus, each visitor must appear in the appropriate list available at the reception.
- f. Self-certification. Access is allowed only to those who sign a self-certification in which you declare, with reference to the previous 14 days:
 - i. Not having visited foreign countries¹;
 - ii. Not having visited Italian Red Zones (if in the previous 14 days they were identified by law);
 - iii. Not having attended persons subject to mandatory quarantine / isolation as a risk or positive result to COVID-19;
 - iv. The Commitment to inform one's own contact person of the Accademia Adrianea di Architettura e Archeologia onlus if during the 14 days following the last entry, the student/visitor/supplier was positive to the swab COVID- 19, providing the Accademia Adrianea di Architettura e Archeologia onlus or the competent health authority with useful elements for identifying any close contacts.

3. Behavioural measures

- a. Different access times have been identified for visitors compared to those of employees considering the need to check the temperature measurement for them as well; separate toilets have been defined to ensure regular cleaning.
- b. Movements within the premises must be limited to the minimum necessary and in accordance with the institution's instructions.
- c. **Obligation to use PPE** of facial protection, surgical mask or facial mask FFP2; **is forbidden to wear inside the PPE seat with valve.**
- d. In line with current legislation in particular for workplaces, the main safety measure is that of **interpersonal distance of at least 1 meter.**
- e. In addition to the safety distance of 1 meter between suppliers, consultants and visitors is placed the obligation to use the surgical mask that must be an equipment of the people who

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access the Accademia Adrianea di Architettura e Archeologia onlus, otherwise, we will have to deny the entry.

f. Use of the vending machines:

- Before accessing the distributor, wash your hands with soapy water or alcoholic solution taking care to respect the washing instructions exposed inside the bathrooms. Only afterwards, go to the vending machine.
- Prohibition to approach less than 1 meter from other workers who are using the distributor or are consuming the withdrawal. If the spaces do not allow these distances to be respected, keep outside the refreshment area and keep at least 1 metre away from the other workers in the queue.
- After picking up the drink or food do not stop near the vending machine but place yourself at a distance of at least 1 meter from the machine and other workers who are consuming food and/or drinks. Once finished, leave the break area to allow safe use by other workers.

- g. Inside the classrooms is mandatory to wear the PPE of the respiratory tract for the whole duration of the course and to occupy the places indicated by the body.
- h. Forbidden to circulate in the premises of the Accademia Adrianea di Architettura e Archeologia onlus if not authorized by the personnel in charge.
- i. Use of toilets: visitors are required to use the toilets dedicated to the external users, proceed to wash hands, before and after use, taking care to comply with the washing instructions displayed inside the bathrooms themselves.

4. Self-higiene

The following personal hygiene measures apply to all students, visitors, consultants and suppliers.

- a. Wash hands often and frequently use disinfectant gel (available in the home).
- b. Physical contact (such as handshake, hugging, etc.) is prohibited.
- c. Avoid touching your mouth, nose and eyes and remember to sneeze or cough covering your mouth with a handkerchief or elbow.
- d. Always keep safe distance from other people (> 1 m) and wear the surgical mask.
- e. In case of feverish or respiratory symptoms, if you are in physical condition to do so, go back to your home and immediately contact your doctor or ASL of reference. If you are experiencing symptoms for which you cannot move, contact the competent doctor / site, but do not go to the company infirmary.

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5. Activities undertaken by the Accademia Adrianea di Architettura e Archeologia onlus in the provision of courses

Below: the prevention and protection actions adopted by the institution, towards its staff and visitors, for risk mitigation.

- ✓ Provide adequate information on prevention measures taken by the individual organisation, which can also be understood by users of other nationalities;
- ✓ Detection of body temperature, preventing access to the classroom or to the training center in case of temperature $> 37.5^{\circ}\text{C}$;
- ✓ Make available hydroalcoholic solution for the hygiene of the hands for users and staff even in several points of the spaces dedicated to the activity, particularly at the entrance and in the vicinity of toilets and promote their frequent use;
- ✓ Maintain the list of subjects who have participated in the activities for a period of 14 days, in order to allow the competent health facilities to identify any contacts;
- ✓ Prioritize, where possible, the organization of activities in groups as homogeneous as possible (e.g. users attending the same intervention; users of the same company) and only in the alternative organize activities per group promiscuous;
- ✓ In the case of minors (ages 14-17), compliance with the rules of distance and the maintenance of interpersonal distance are objectives that can be applied only compatibly with the degree of autonomy and awareness and in consideration of the age of the same. Therefore, on the basis of these considerations, the activities will have to be modulated in each specific context;
- ✓ Where possible, with particular reference to practical exercises, give priority to the use of outdoor spaces;
- ✓ Spaces intended for the activity must be organised in such a way as to ensure that at least one metre of separation between users is maintained; this distance may be reduced only by means of physical barriers adequate to prevent infection by droplets;
- ✓ All users (teachers, learners, classroom tutors, etc.) when activities are not carried out externally, given the long-term sharing of the same environment, They must wear the mask to protect the respiratory tract for the duration of the activities and proceed with a frequent hygiene of the hands with hydro-alcoholic solutions. In the case of teachers, it is possible to use a transparent visor. It is understood that in practical activities ordinary personal protective equipment associated with the risks of the individual activity will have to be used, if provided for;
- ✓ When not under the responsibility of the facilities hosting the activities of the Accademia, the regular cleaning and disinfection of environments will be guaranteed in any case at the end of any activity of

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- a group of users, with particular attention to the most frequently touched surfaces, toilets and common parts (e.g. refreshment areas, keyboards of vending machines for drinks and snacks);
- ✓ Any tools and equipment must be cleaned and disinfected at every change; in any case, adequate disinfection should be guaranteed at the end of each day. If the specific activity or equipment provides for frequent and shared use by several subjects (computers, tablets, graphic and drawing materials), it will be necessary to proceed with the frequent cleaning and disinfection of hands or with the use of gloves;
 - ✓ Facilitate air exchange in indoor environments. In case of air-conditioning systems, it is mandatory, if technically possible, to exclude completely the air recirculation function; if this is not technically possible, Measures for natural air exchange shall be further reinforced and in any case the cleaning of recirculation air filters shall be ensured by means of an installation to maintain the appropriate filtration/removals levels, according to the technical indications referred to in the document of the Higher Institute of Health.

NB

Indications of greater detail regarding the ways in which the provisions contained in this information, which are applied by the Academy of Architecture and Archaeology Adrianea onlus, may be provided prior to accessing the sites or at the same time as entering them.

The Participant

DATE

SIGNATURE

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