



# **INTEGRATIVE PROTOCOL FOR THE MANAGEMENT OF THE RISK OF SARS COV 2 (COVID-19) INFECTION**

Health, Safety & Sustainability

25 July 2022

## Overview of revisions

This version of the Protocol is the 4<sup>th</sup> Edition, issued on 04/07/2022.

This document is Revision 01 of the 4<sup>th</sup> Edition of the Bocconi University Anti-Covid19 Measures Protocol, issued on 25/07/2022 following the introduction of several structure changes aimed at making its translation into English easier.

The entire revision history is available for reading in previous editions.

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# 1. Introduction

## 1.1 Scope and Objectives

This Protocol represents an update of the Protocols issued by Università Commerciale Luigi Bocconi (hereinafter, Bocconi) containing the measures required to contrast and contain the spread of the SARS-CoV-2/COVID-19 virus in work and study environments.

Such Protocols had been implemented in accordance with the following national documents:

- **Memorandum of Understanding between the Government and Social Partners** dated 24 April 2020, as amended by the update of the **Shared Protocol for the updating of the measures to contrast and contain the spread of the SARS-CoV-2/Covid-19 virus in workplaces dated 6 April 2021**, as regards to the areas of the Bocconi University defined as "workplaces" (offices, meeting rooms, supplier entrance, etc.)
- **Guidelines concerning the full resumption** of ordinary activities in institutions of higher education, in the academic year 2020-2021, contained in **Annex 18 of the DPCM dated 07/08/2020**
- **Protocol for the management of confirmed and suspected Covid-19 cases in university classrooms, contained in ANNEX E of the DPCM dated 07/09/2020**

The Protocol in its current version, i.e. in the new 4<sup>th</sup> edition, revision 00, has been implemented on the basis of the following national document:

- SHARED PROTOCOL FOR THE UPDATING OF THE MEASURES TO CONTRAST AND CONTAIN THE SPREAD OF THE SARS-COV-2/COVID-19 VIRUS IN WORKPLACES, signed on 30 June 2022 between The Government, at the invitation of the Minister of Labour and Social Policy and of the Minister of Health, and the Social Partners.

## 1.2 Interested Parties, Governance and Roles

This Protocol applies to all activities carried out by internal Bocconi personnel (Staff and Faculty) and, as applicable, to personnel of third-party companies, students, visitors, etc., in all the Campus areas falling under the definition of "workplace" pursuant to Leg. D. 81/2008 and also in the teaching areas and in the spaces intended for conferences and events.

## 1.3 Specific Reference Principles

Past historical information is still available in the versions of previous Protocol editions and in the Regulatory Register implemented as part of the Biosafety Trust Certification Management System, certified by RINA Services in November 2020.

## 1.4 References and Contacts

**Process Owner:** Infrastructures, Sustainability & Facility Management

**Author:** Health, Safety & Sustainability

**Reviewer:** HR & Operations

**Endorser:** Managing Director

# 2. Risk Assessment

This Protocol represents an addendum to Bocconi's Risk Assessment Document (DVR), for the part pertaining to biological risk, since the SARS-CoV-2 virus is a biological agent that could unintentionally enter the Bocconi workplaces.

### 3. Measures Taken

This Protocol is part of the documented information of the Infection Prevention and Control Management System (BTC) implemented by Bocconi and certified by a third-party board (Rina Services). It integrates the content required for the fulfilment of some of the items envisaged in the BTC Regulatory Document.

The following are the measures implemented by Bocconi University to contrast and contain the spread of the SARS-CoV-2/COVID-19 virus in workplaces and in places designated for teaching and study activities that are part of the Bocconi workplaces (for example, university residences and canteen/bar spaces falling under a different employer are excluded).

#### 3.1 Information

The following instructions are provided through notices displayed at building entrances and delivered via email and messages on the Staff, Faculty and Student communication channels (yoU@B diary, intranet, website):

- individuals who are experiencing any Covid-19 symptoms (especially flu-like symptoms and changes to body temperature) are not allowed to enter or stay at the university and must promptly report the onset of such symptoms, in the event it takes place after they have entered the university;
- individuals accessing the campus agree to comply with all the regulations issued by the Health Authorities and by Bocconi as an employer;
- individuals accessing the campus also agree to promptly and responsibly notify Bocconi about the presence of any flu symptoms during their stay at the campus, taking care to stay at a suitable distance away from any nearby individuals.

#### 3.2 Access Procedures

ACTIVITY/ ASPECT TO MANAGE	IMPLEMENTED MEASURES
Access for Staff, Faculty, Suppliers, Students and Visitors	<p>Access restrictions still apply if the body temperature is above 37.5°: temperature checking is left to the responsibility of each individual, should a person experience flu-like symptoms. Thermometers and other devices for quick temperature measurement are available at building reception areas.</p> <p>Hand-sanitizing disinfectant gel dispensers have been installed at entrances, circulation junctions, and near elevators and vending machines.</p>
Return of personnel who tested positive to Covid-19	<p>Access to the campus of workers who have tested positive for COVID 19 infection must be preceded by prior communication from the worker to the HR Unit in which they declare that they can re-enter the campus since the conditions for doing so, as indicated in LD 24 March 2022 No. 24, have been fulfilled. Workers who test positive beyond the twenty-first day are allowed back to work only after the negative result of a molecular or antigen swab test carried out at an accredited or health service-authorized facility certifying the negative result.</p>
Mandatory vaccination requirement for university staff	Effective 1 February 2022, the mandatory vaccination requirement for the prevention of SARS-CoV-2 infection also applies to university staff.

### 3.3 Access Procedures for External Suppliers (and other third parties) and Students

ACTIVITY/ ASPECT TO MANAGE	IMPLEMENTED MEASURES
Supplier access	In the case of workers employed by third-party companies working on campus (e.g., maintenance workers, suppliers, janitors or security guards, etc.) who test positive after a COVID-19 swab, the Supplier must immediately notify the Bocconi HSE Office using the hse@unibocconi.it email address and also through the University Physician.
Mail Office	Bocconi provides information about its Protocol by making the document accessible on its website and notifying contractors. Bocconi also ensures, through internal contract handlers, that workers from third-party companies operating in any capacity on campus fully comply with the provisions.
Student Access	<p>The mail office delivers packages and envelopes once a day within the campus and to offices where Personnel are present, in compliance with the measures specified in this Protocol.</p> <p>Students are regularly notified about the indications they must follow for the different educational activities (exams, lectures, graduation exams).</p> <p>In order to contain crowding and avoid gathering, access is only granted with prior reservation for:</p> <ul style="list-style-type: none"> <li>- Use of study spaces (via QR code);</li> <li>- Use of study spaces in the Library (via QR code);</li> <li>- Students attending office hours.</li> </ul> <p>Starting on 14/02/2022, lecture rooms and study spaces are again being used at full capacity, but still adopting a seat occupancy pattern as widely spread out as possible. Bocconi offices are continuing to monitor the number of students in classrooms and study spaces. As was the case in previous months, lectures are still video recorded to enable individuals who are unable to attend in person to attend remotely.</p>
Visitor access	Visitor access is allowed.

### 3.4 Cleaning and Sanitization

Bocconi has implemented a cleaning, sanitization and disinfection plan, as planned within the scope of the Biosafety Trust Certification Management System.

ACTIVITY/ ASPECT TO MANAGE	IMPLEMENTED MEASURES
Sanitization activities	Daily cleaning and periodic sanitization of the premises, rooms, workstations, and common and recreational areas is ensured in compliance with the Ministry of Health Circular No. 17644 dated 22 May 2020 and ISS COVID19 Report No. 12/2021
Offices and personal work stations	When using work equipment, care should be taken to use only one's own phone and not to share the use of phones, mice, keyboards or other items.
Personal hygiene	<p>Hydroalcoholic hand-sanitizing solutions (alcohol concentration of at least 60%) for hand washing/disinfection, complete with appropriate instructions, are made available to workers, especially at access/exit/passage points, break/canteen rooms and in every classroom.</p> <p>Staff are advised to clean their hands frequently.</p>
Restrooms	Restroom cleaning has been implemented through multiple cleaning shifts: 6 shifts in the Library, 5 shifts in Sarfatti 25, Sarfatti 10, Sraffa 13 (6 shifts during lessons),

ACTIVITY/ ASPECT TO MANAGE	IMPLEMENTED MEASURES
	<p>Roentgen 1 and Gobbi 5, as well as 3 shifts in Sraffa 11 and Sraffa 15. Hydroalcoholic hand-sanitizing solutions are made available to workers and campus users.</p> <p>Paper toilet cover dispensers have been installed in all restrooms.</p> <p>The ministerial instructions about the proper way to wash one's hands (washing should be thorough for at least 60 seconds) are displayed in the bathrooms and near the dispensers.</p>
Cleaning Offices, work stations, common areas	<p>The frequency of the cleaning and sanitizing of shared surfaces and objects taking place at the end of each use has been increased.</p> <p>All frequently touched surfaces, such as the surfaces of walls, doors and windows, the surfaces of toilets and sanitary facilities, handrails, touch screens, mice and keyboards, elevator buttons, door handles, badge readers, and turnstile openings are cleaned with special care.</p>
In case of presence of personnel who tested positive	<p><b>For the premises accessed by Personnel</b></p> <p>If a worker (including those from outside companies) who accessed the premises of the Bocconi campus tests positive, an extraordinary sanitization of the rooms accessed by the individual who tested positive, as well as the ventilation of such rooms, will have to be carried out in compliance with the provisions of Ministry of Health Circular No. 5443 dated 22 February.</p> <p><b>For the rooms not visited by the infected worker</b>, routine cleaning of the rooms will be carried out with the specific detergents, taking care to thoroughly clean all the frequently touched surfaces, such as wall, doors and windows surfaces as well as the surfaces of restrooms.</p>
Canteen/bar	<p>Every administrator adopts their own Protocol, in line with the Bocconi Protocol, which was delivered to the administrator as early as the beginning of "phase 2". Services must be carried out in compliance with the indications included in the "Guidelines for the Resumption of Economic and Social Activities," published by the Conference of Regions and Autonomous Provinces, with particular reference to the indications for the CATERING sector, in their latest available version.</p>
	<p>As regards hygiene and sanitization measures, the frequency of cleaning and sanitization of tables and table tops has been increased (several times a day, namely every time each table is cleared).</p>
Bocconi motor vehicles	<p>During their daily use, drivers periodically sanitize the steering wheel, shift lever, and window buttons.</p> <p>The vehicle AC system is periodically sanitized through the use of a suitable sanitizing foam for AC system ducts.</p>
	<p>In the event of access to motorway restaurants or rest stops, the basic precautions already mentioned in this document should be used</p> <p>Transportation of more than one individual is allowed, provided that both the driver and the passengers wear an FFP2 mask, following rules similar to those in force for public transportation.</p>
Inventory stock	<p>A reference person has been appointed to check the stocks of cleaning products, products for drying, hand sanitizer and PPE, setting minimum stock levels as well as restocking procedures. Dedicated rooms are used to store PPE as well as disinfectants and cleaning agents, and to package the mask kits delivered to the staff by the operators of the manned reception desks (except via Bocconi 8, Gobbi 1 and Sraffa 13 and 15)</p>

### 3.5 Personal Hygiene Precautions

#### Measures to be adopted by workers

- Sneeze or cough into a tissue or against a bent elbow and dispose of used tissues in a closed trash bin or in the toilet immediately after use; wash hands often using soap and water and/or alcohol solutions;
- Do not touch your nose, eyes and mouth with unwashed hands;
- Wash your hands frequently and properly (for at least 60 seconds);
- Follow the instructions displayed in restrooms about the correct way to wash hands and affixed on hand-washing gel dispensers about the use of the alcohol solution

INFORMATIVE NOTE DISPLAYED IN ALL RESTROOMS ON THE CAMPUS	PROPER HAND WASHING WITH ALCOHOL SOLUTION
<p><b>Hand Hygiene Technique with Soap and Water</b></p> <p>Duration of the entire procedure: 40-60 seconds</p> <p>Bocconi</p>	<p><b>SANITIZE YOUR HANDS WITH ALCOHOL GEL!</b></p> <p>Duration of the entire procedure: 20-30 seconds</p> <p>H225 – Flammable liquids and gases      H319 – Eye Irritation</p>

### 3.6 Personal Protective Equipment

Respiratory protection masks are the most important PPE as regards the coronavirus biohazard.

The use of FFP2 Filtering Face Piece type respiratory protective devices remains an important safeguard for the protection of public health in order to prevent contagion in work settings involving enclosed spaces shared by several workers or open to the public or where, in any case, the peculiarities of the work activities do not allow for one-meter interpersonal distancing. In view of this, the availability of FFP2 masks is ensured in order to allow all workers (Staff and Core Faculty) to use them. Therefore, even though the use of FFP2 masks is not mandatory to access the campus, it is strongly recommended in case of crowding or also in situations where it is not possible to stay 1-meter from other people indoors (e.g., in full-capacity classrooms, in meeting rooms when it is not possible to maintain a distance of more than 1 meter from other people, etc.).

The employer also identifies, upon specific instructions from the university physician (MC) or the prevention and protection service manager (RSPP) and depending on the specific tasks and work

contexts, any specific groups of workers who must be provided with personal protective equipment (FFP2) to be worn, focusing in particular on vulnerable individuals. Similar measures are also identified to deal with the case of managing an infectious outbreak on campus.

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FFP2 masks provided to Staff and Faculty members are of the valveless type, which are useful to mitigate the possibility of contagion and to protect other users wearing surgical masks.

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In accordance with the Guidelines of the State-Regions Conference and with the Ordinance of the Lombardy Region No. 573 dated 29/06/2020, instructors have been provided with a face shield, the use of which is optional, for use during classroom teaching when students are attending lectures in person.

**The use of respiratory PPE, however, is not mandatory for instructors.**



Specifically, PPE is used for each specific situation described, as shown in the table below:

Situation	Type of PPE and other hygiene and sanitation equipment provided
Staff sharing indoor common spaces with a distance from other people that is less than 1 meter	The use of FFP2 masks by Bocconi staff is strongly recommended, especially in activities involving contact with the public and in situations of maximum crowding. In particular, such situations occur for:  teaching staff entering classrooms filled to their full capacity receptionists/security staff who have to manage exit/entry flows any personnel (both Staff and Faculty) when they hold meetings sharing the same meeting room/office with several people.
Bocconi personnel during transfers, especially when accessing higher-risk environments (e.g., hospitals, etc.)	As an added measure of protection, FFP2 masks are to be made available for use during transfers (undertaken with prior authorization), especially in the case of access to higher-risk environments (e.g., schools, hospitals, etc.)
Any subjects, including Students, who fall under the conditions of applicability of the self-monitoring period following a close contact with a positive case	Valveless FFP2 mask
Students	If a cluster is present (more than 4 positive cases in the same class) the use of FFP2 masks is recommended as an alternative to online classes.  The use of FFP2 masks is also recommended during office hours with faculty, group work and in any situation where it is not possible to keep a distance of one meter from other people and it is necessary to talk.
External janitorial workers	In accordance with the protocols implemented by their employer (made available to the employer of the external supplier).

Outside workers employed by other suppliers (e.g., reception, security, maintenance, etc.)	In accordance with the protocols implemented by their employer (made available to the employer of the external supplier).
Outside operators for whom it is not possible to comply with the minimum distance of 1 meter	Valveless FFP2 mask (made available to the employer of the external provider) during activities with a distance of less than 1 meter; the employer of the external company to which the operators belong may impose the obligation to wear the mask.
Staying in outdoor spaces on campus	No requirement or recommendation to wear PPE; however, the use of PPE is recommended in case of gatherings (e.g., Welcome Days, outdoor events with a large number of people)

The equipment requirements for internal Bocconi personnel were initially estimated: the in-stock quantities are monitored by the Infrastructures, Sustainability & Facility Management Unit.

As of May 2021, a vending machine for Health materials, including masks, packs of sanitizing gel, and sanitizing tissues, has been installed at the Via Sarfatti 25 building, floor -1 and is available to the whole Bocconi Community.

### 3.7 Management of Common and Specific Areas

Crowding of areas on campus is not allowed, with particular focus on:

Area	Indications / Restrictions
Reception	<p>More than one operator may serve at the reception desk, as long as a separation of at least one meter is kept as much as possible and room ventilation is ensured.</p> <p>Any people in the queue will be asked to keep a distance of at least one meter from each other.</p>
Offices	<p>In enclosed offices and open space offices, work stations may be occupied to their maximum capacity but occupants should always take care to keep, where possible, a distance of at least one meter from other people in the office. If this is not possible, the use of respiratory PPE is strongly recommended.</p> <p>Regular air circulation through the opening of windows should take place at least during the lunch break and at the end of the working day.</p> <p>At the end of the working day, personnel should clear office desks and tables as much as possible to allow adequate sanitization of the furniture and spaces.</p> <p>The above indications are to be considered valid for both Staff and Faculty personnel.</p> <p>Research activities, when requiring activities attended by several people (meetings, seminars, conferences, etc.), must also be carried out in compliance with the above measures.</p>
Classrooms and study areas	<p>Can be used both for delivering in-person lessons and/or for recording synchronous or asynchronous remote lessons.</p> <p>Exams, internships, seminars, research and experimental and/or teaching laboratory activities, as well as exercises may be carried out, provided that spaces and work are organized so as to minimize the risk of proximity and gathering and that organizational prevention</p>

Area	Indications / Restrictions
	<p>and protection measures, as referred to in this Protocol and its annexes, are implemented.</p> <p>The recommendation to keep, where possible, a distance of at least one meter in any direction between each usable seat, plus a 10% tolerance, still applies.</p> <p>Continuous mechanical ventilation or regular air circulation through the opening of windows at every change of lessons, and in any case no less than twice a day.</p>
Rooms where exams are held	<p>Starting in the 2021-2022 academic year, exams are conducted in person and in compliance with the measures that will be arranged at each exam session, in relation to the development of the epidemiological situation and to any ministerial reference guidelines.</p>
Areas for students attending office hours	<p>Students can attend office hours by appointment, either individually or in small groups defined each time, based on schedules agreed upon with the involved faculty or staff member. Student access must always be authorized in advance and must take place under the same control arrangements applied to Staff and Faculty personnel.</p> <p>Office hours should take place in rooms that are adequate in terms of space, sufficient to ensure social distancing of at least one meter between participants, and where appropriate air circulation can be ensured.</p> <p>Desks open to the public were reorganized to resume on-campus activities, through the reorganization of spaces and flows according to a "One-Stop Desk" criterion.</p>
Meeting rooms	<p>In-person meetings are allowed and participants must try to keep a distance of at least one meter from each other; when this is not possible, the use of respiratory PPE is strongly recommended.</p>
Break areas	<p>The presence of people in break areas is restricted to a fixed quota, and the time that can be spent inside the areas has been reduced to ten minutes.</p>
Canteen/Bar	<p>Catering service administrators have developed their own Protocol, in line with the Bocconi Protocol, which was delivered to the administrators as early as the beginning of "phase 2". Services must be carried out in compliance with the indications of the "Guidelines for the Resumption of Economic and Social Activities," published by the Conference of Regions and Autonomous Provinces, in their latest available version. In particular, measures are taken to prevent gatherings outside the establishment and its annexes.</p> <p>The opening or closing of catering services (including operating modes and hours) is carried out by administrators in accordance with the regulatory directions applicable to each case.</p>
Catering for courses, events, etc.	<p>The organization of food service activities (e.g., coffee breaks, lunch breaks, catering, etc.) inside classrooms where a teaching activity or event is taking place is not allowed: such initiatives should be set up in dedicated areas, in compliance with the measures provided for catering activities.</p> <p>In particular, the following measures shall be applied:</p>

Area	Indications / Restrictions
	<ul style="list-style-type: none"> <li>• dinners or lunches in Bocconi spaces not managed by third-party companies: these are allowed as long as they are held in dedicated and sufficiently large areas with adequate air circulation for the expected number of guests and with table service by dedicated staff;</li> <li>• coffee breaks: these are allowed, in dedicated and sufficiently large areas with adequate air exchange for the expected number of guests; they must be organized in such a way as to ensure that the flow close to the serving point allows maintaining a distance of one meter between people and preventing gatherings;</li> <li>• catering services: these are allowed, in dedicated and sufficiently large areas (e.g. meeting rooms, Department and School rooms, etc.) with adequate air exchange for the expected number of guests; they must be organized in such a way as to allow maintaining a distance of one meter between people. In the case of standing events, measures should anyway be taken to ensure a spacing of at least one meter between people.</li> </ul> <p>The main measures that have been implemented are listed below:</p> <ul style="list-style-type: none"> <li>- Indication of separation between entry and exit.</li> <li>- Installation of Plexiglass screens as a protective screen to separate operators from users at reception desks.</li> <li>- Placement of dispensing totems for hand sanitizing gel to allow frequent hand washing and sanitization</li> <li>- Definition of maximum number of visitors: it has been returned to its full capacity, i.e. 720 spots.</li> </ul>
Library	<p>Any other measures, which are subject to periodic review or confirmation depending on public health developments, are not the subject of a specific protocol as of today. Any additional measures will be evaluated in coordination with the Infrastructures Unit, depending on the evolution of the indications from the Specialized Authorities.</p>
Natural ventilation and HVAC systems	<p>Windows should be opened for a few minutes several times a day to further increase the level of air circulation (e.g., at least 10 minutes every 2 hours).</p> <p>HVAC systems are kept running 24 hours a day in order to ensure an appropriate and continuous flow of primary air.</p> <p>HVAC systems operate with no recirculation of the extracted air, in accordance with the indications of the National Institute of Health (COVID-19 ISS Report • No. 5/2020, as updated by the COVID-19 ISS Report • No. 11/2021).</p> <p>HVAC equipment must be cleaned at least once every 4 weeks.</p> <p>In the case of rooms without windows (e.g., archives, locker rooms, restrooms, etc.) but equipped with fans/exhaustion fans, the latter must be kept running throughout working hours to reduce potential airborne virus concentrations.</p>
Housing	<p>Housing administrators adopt their own Protocols for infection prevention, in collaboration with the Bocconi Housing office.</p>

Area	Indications / Restrictions
	Bocconi, as part of its infection prevention management system (BTC), has envisaged a process for the management of outsourced activities, which also includes the monitoring of the activities outsourced to housing administrators.
	Definition of the procedures for the management of any cases requiring a period of isolation for housing guests: see the notice posted online by the Fees, Funding and Housing Office, as well as the procedure for the implementation of anti-Covid measures in university residences, which administrators are required to apply.
Students Media Center	All users taking part, in whatever capacity, in the activities of the Students Media Center must comply with the indications of this Protocol, as supplemented by the indications to be found in the Students Media Center Supplementary Instructions.
Campus Life	All users taking part, in whatever capacity, in Campus Life activities must comply with the indications of this Protocol, as supplemented by the indications to be found in the Campus Life Supplementary Instructions.
SDA	All users taking part, in whatever capacity, in the higher education activities delivered by the SDA Bocconi School of Management must comply with the indications of this Protocol.

### 3.9 Management of Staff Entry and Exit

The indications provided in Sections 3.2, 3.3, 3.7 of this Protocol apply.

### 3.10 Management of Symptomatic Individuals

In the event that a person at the workplace develops a fever (body temperature higher than 37.5°C) and respiratory infection or flu-like symptoms such as coughing, he or she should immediately report this to the employer or to the HR office, and isolation should be carried out in compliance with the provisions issued by the Health Authorities. The symptomatic person must be immediately provided – if not already so equipped – with an FFP2 mask.

Each time a confirmed case is reported, Bocconi takes an active role in contact tracing activities, which are carried out internally by the HSE office in those cases where the individual who tested positive belongs to Staff or Faculty.

If the positive worker is an employee of a contracting company, the contractor must immediately notify the commissioner in order to also cooperate with the Health Authorities by providing useful information for the identification of any close contacts.

### 3.11 Management of Confirmed Positive Cases and Close Contacts: Isolation and Self-Monitoring

The indications about the management of COVID-19 cases and close case contacts are updated in accordance with the [Law Decree No. 24 dated 24 March 2022](#).

#### COVID-19 Cases

Individuals who are found positive following a SARS-CoV-2 diagnostic test (molecular or antigen) are subjected to the measure of isolation and therefore are not allowed to be on campus. Students, Staff and

Faculty members will have to notify Bocconi University about their positive status by contacting [hse@unibocconi.it](mailto:hse@unibocconi.it). Students may return to campus after 21 days have elapsed since the positive test; Staff and Core Faculty members, even if 21 days have elapsed, must also be in possession of a negative end-of-isolation test to be sent to [medico.competente@unibocconi.it](mailto:medico.competente@unibocconi.it).

The same indications found in [Circular No. 60136 dated 30 December 2021](#), still apply:

- **At least ten days of isolation** from the first positive swab, the last three of which without symptoms (excluding loss of taste and smell).
- The days of isolation are **reduced to seven** for those who have been given a booster dose or who have completed the vaccine course less than 120 days ago.
- Coming out from isolation is only allowed **following a negative test**.

A person who still tests positive on a molecular or antigen test and has had no symptoms for at least 7 days (excluding loss of taste or smell) may leave isolation **at the end of 21 days**, but may not return to work unless he or she is in possession of a negative test (antigen or molecular).

#### Close contacts

- Those who have had close contact with individuals confirmed positive for SARS-CoV-2 are subject to **self-monitoring**, which consists of the obligation to wear FFP2-type respiratory protective equipment indoors or in crowds, **until the 10th day after the date of the last close contact**.
- If symptoms suggesting possible Sars-Cov-2 infection occur during the self-monitoring period, immediate antigen or molecular testing for SARS-CoV-2 is recommended; in case of a negative result the test should be repeated, if symptoms are still present, on the fifth day after the date of last contact.

Provisions in case of "close contacts" or "high-risk contacts."

CLOSE CONTACTS (individuals who have NOT TESTED POSITIVE for the virus):

ASYMPTOMATIC	SYMPOMATIC
<b>No quarantine but self-monitoring, with obligation to wear FFP2 masks until the 10th day after the last exposure to the individual who tested positive for COVID-19</b>	<b>Rapid antigen or molecular test</b> to detect the Sars-Cov-2 antigen at the first onset of symptoms and, if symptoms persist, on the fifth day after the date of the last close contact with an individual confirmed as positive for Covid 19

#### Provisions in case of confirmed positive cases

ISOLATION (individuals who have TESTED POSITIVE for the virus):

Individuals who have tested positive for SARS-CoV-2 are prohibited from moving from their home or dwelling as they are subject to the measure of isolation by order of the Health Authorities, until their recovery has been confirmed. Specifically, the Ministry of Health Circular dated 30/03/2022 confirms the pre-existing indications:

VACCINATION STATUS	POSITIVE		
	ASYMPTOMATIC	SYMPOTOMATIC	LONG-TERM POSITIVE
- completion of the "primary" vaccination course (without booster) within the previous 120 days - has received the vaccine booster dose (also known as "third dose")	7 days isolation + negative rapid antigen or molecular test	7 days isolation, 3 of which with no symptoms + negative rapid antigen or molecular test	At the end of 21 days including at least the last 7 days without symptoms
- primary vaccination course completed more than 120 days ago - valid enhanced green pass	10 days isolation + negative rapid antigen or molecular test (**)	10 days isolation (at least 3 of which with no symptoms) + negative rapid antigen or molecular test	
- no vaccination - incomplete primary vaccination course - primary vaccination course completed less than 14 days ago			

Without prejudice to any different indications from the Prevention Department for specific situations, and given the absence of updated regulatory indications specifically referring to the university setting, Bocconi intends to apply the following:

**Up to four positive cases in the same class confirmed/reported to Bocconi in the last 5 days:**

- **in-person teaching;**
- all other students who have attended lessons **in the previous five days** are considered **close contacts**;
- **close contacts** follow the indications last provided by the LD 24/03/2022 No. 24: self-monitoring with use of FFP2 masks for 10 days; any students experiencing symptoms during the self-monitoring period must take a rapid or molecular swab test at the first onset of symptoms and repeat it on the fifth day after the last close contact.

**Five cases in the same class confirmed/notified to Bocconi in the last 5 days:**

- all other students who have attended lessons **in the previous five days** are considered **close contacts**;
- **the class is considered to be a cluster;**
- **the whole class will switch to online attendance for 10 days** from the report of the fifth positive case and will return to campus following a negative result of an antigen or molecular swab

### **3.12 Return to Work After Covid-19, Health Monitoring, University Physician and Other Health Protection Measures**

#### **Management of the return to work**

The return to work by workers who have been on sick leave (i.e. have been tested positive) may take place in compliance with the conditions most recently envisaged by the LD 24/03/2022 No. 24, as indicated under Paragraph 3.11 of this Protocol.

- Asymptomatic positive cases with primary vaccine course completed more than 120 days ago, or who have not completed the vaccine course**

The return of asymptomatic positive cases shall take place as follows:

**Staff and Faculty:** 10-day isolation from the onset of positive status; the return to campus may take place after obtaining a negative result of the test (antigen or molecular; must be a molecular test in case of suspected or confirmed Beta variant); the negativity report must be sent to the university physician ([medico.competente@unibocconi.it](mailto:medico.competente@unibocconi.it))

**Students:** 10-day isolation from the onset of positive status; the return to campus may take place after obtaining a negative result of the test (antigen or molecular; must be a molecular test in case of suspected or confirmed Beta variant); the negativity report must be sent to the program's teaching office and to Health & Safety ([hse@unibocconi.it](mailto:hse@unibocconi.it))

- Symptomatic positive cases with primary vaccine course completed more than 120 days ago, or who have not completed the vaccine course**

The return of symptomatic positive cases shall take place as follows:

**Staff and Faculty:** 10-day isolation from the onset of positive status, with the last 3 days as a minimum with no symptoms; the return to campus may take place after obtaining a negative result of the test (antigen or molecular; must be a molecular test in case of suspected or confirmed Beta variant); the negativity report must be sent to the university physician ([medico.competente@unibocconi.it](mailto:medico.competente@unibocconi.it))

**Students:** 10-day isolation from the onset of positive status, with the last 3 days as a minimum with no symptoms; the return to campus may take place after obtaining a negative result of the test (antigen or molecular; must be a molecular test in case of suspected or confirmed Beta variant); the negativity report must be sent to the program's teaching office.

- Asymptomatic positive cases with primary vaccine course completed less than 120 days ago, or with booster dose**

The return of asymptomatic positive cases shall take place as follows:

**Staff and Faculty:** 7-day isolation from the onset of positive status; the return to campus may take place after obtaining a negative result of the test (antigen or molecular; must be a molecular test in case of suspected or confirmed Beta variant); the negativity report must be sent to the university physician ([medico.competente@unibocconi.it](mailto:medico.competente@unibocconi.it))

**Students:** 7-day isolation from the onset of positive status; the return to campus may take place after obtaining a negative result of the test (antigen or molecular; must be a molecular test in case of suspected or confirmed Beta variant); the negativity report must be sent to the program's teaching office.

- Symptomatic positive cases with primary vaccine course completed less than 120 days ago, or with booster dose**

The return of symptomatic positive cases shall take place as follows:

**Staff and Faculty:** 7-day isolation from the onset of positive status, with the last 3 days as a minimum with no symptoms; the return to campus may take place after obtaining a negative result of the test (antigen or molecular; must be a molecular test in case of suspected or confirmed Beta variant); the negativity report must be sent to the university physician ([medico.competente@unibocconi.it](mailto:medico.competente@unibocconi.it))

**Students:** 7-day isolation from the onset of positive status, with the last 3 days as a minimum with no symptoms; the return to campus may take place after obtaining a negative result of the test (antigen or molecular; must be a molecular test in case of suspected or confirmed Beta variant); the negativity report must be sent to the program's teaching office.

- **Long-term positive cases**

Individuals who, though no longer experiencing symptoms, continue to test positive on molecular testing for SARS-CoV-2 and who have been free of symptoms (except for ageusia/dysgeusia and anosmia which may persist for some time after recovery) for at least one week may:

**Staff and Faculty:** opt to discontinue isolation after 21 days, at least one week of which with no symptoms; return is allowed only after a molecular or antigen swab test with negative result and the submission of the negativity report to the university physician ([medico.competente@unibocconi.it](mailto:medico.competente@unibocconi.it)).

**Students:** opt to discontinue isolation after 21 days, at least one week of which with no symptoms; return is allowed only after bill of health issued by their family doctor or an antigen swab test with negative result that must be submitted to the program's teaching office.

- **Close contacts with confirmed cases**

**Staff – Faculty – Suppliers - Students:**

Self-monitoring, which can also be carried out while attending activities in person; FFP2-type respiratory protective equipment must be worn until the tenth day after the date of the last close contact; in case of development of symptoms, rapid antigen or molecular test to detect the Sars-Cov-2 antigen at the first onset of symptoms and, if any symptoms persist, on the fifth day after the date of the last close contact.

- **Return to work after Covid-19**

For workers who have been infected with Covid-19, no additional health monitoring is required; in order to gradually reintegrate the workers who have tested positive after a swab test and have subsequently been hospitalized, the University Physician will carry out a medical examination prior to the return to work following an absence due to health reasons (provided for in Article 41, paragraph 2, letter e-ter of Legislative Decree No. 81/2008, as amended), regardless of the duration of absence due to illness, for the purpose of verifying their suitability for duty and also to assess specific risk profiles.

The university physician also assesses the need for exceptional medical monitoring of workers most exposed to the risk of contagion, because of their age or of risk conditions due to immunosuppression, including that caused by COVID-19, or the outcomes of oncological diseases, the performance of life-saving therapies or co-morbidities that are likely to involve increased risks. The university physician submits the list of workers who, to the best of his or her knowledge, are included in the definition of "fragile worker" to the HR Unit office in charge of medical monitoring, so that it can provide special medical monitoring in accordance with Article 83 of the LD 19 May 2020, No. 34. "Fragile" workers will have to request a certificate regarding their health condition from their family doctor and submit it to the university physician so that the latter can properly notify HR.

With respect to vulnerable conditions, the University Physician also considers the indications contained in the Ministry of Health Decree dated 04/02/2022, which specified the chronic diseases with poor clinical compensation and with particular connotations of severity.

For this purpose, the University Physician requests any workers who think they belong to one or more of the categories listed above, to send a formal request to access the examination to the University

Physician Dr. Orazio Russo, at the following address [medico.competente@unibocconi.it](mailto:medico.competente@unibocconi.it). The request must include specialized medical documentation related to the diagnosed pathology and supporting the clinical evaluation, which must be sent to the University Physician, through procedures ensuring both privacy and security. The University Physician, on the basis of the documentation and/or after a medical examination, will assess on a case-by-case basis the need to envisage limitations or provisions aimed at safeguarding the health of the fragile worker.

#### **On-Campus Doctor**

As an additional protection measure available to Staff and Faculty personnel and to Students, Bocconi has implemented an On-Campus Doctor service: starting from 23/11/2020 an on-campus clinic with a medical facility is available in the Piazza Sraffa 11 building (mezzanine floor) and is active on several days of the week.

From the beginning of the 2021-2022 academic year, the On-Campus Doctor is available on Monday, Wednesday and Friday from 9:00am to 2:00pm.

The On-Campus service is accessible upon prior reservation by calling the telephone number +39 02 0300 9152 (Organizational Office, open from 9:00am to 5:00pm from Monday to Friday).

A telephone call service (tel. +39 02 8224 8222) is also provided at the following time periods:

- Mondays through Fridays, from 6:00pm to 10:00pm;
- Saturdays, from 6:00pm to 10:00pm;
- Sundays, from 9:00am to 1:00pm;
- Public holidays, from 8:00am to 10:00pm.

The medical facility is primarily aimed at meeting the needs of students who are not Milan residents or who are having trouble accessing the services of their family doctor; it is provided on a rotating basis by physicians from the Istituto Clinico Humanitas in Milan, all of whom are professionals whose experience also includes first aid procedures and who have knowledge of the English language.

This is a first-level, internal medicine service for carrying out medical examinations with a report, dressings and prescriptions (it CANNOT provide prescriptions covered by the National Health Service, for which patients must refer to their Family Doctor).

The medical facility is not an emergency service; in case of a medical emergency on campus always call +39 02 5836 2121, which will activate the ambulance service if required.

#### **3.13 Update of the Regulatory Protocol**

Bocconi has established its own Committee, composed as indicated in paragraph 1.2, for the implementation and verification of the rules set forth in the Memorandum of Understanding 24/04/2020 and in this Integrative Protocol. The Committee, or even just some of its representatives (RSPP, ISGS Management), meets once a month and monitors the need for updating following any issuance of new Regulations or other applicable indications. In such cases, the frequency of Committee meetings is reduced because it specifically meets for the purpose of assessing the procedures for the implementation of new Regulations or guidelines/best practices that may be issued periodically. At the operational level, the Appointees monitor the correct application of the measures by Bocconi personnel and, to the extent applicable, by Supplier personnel.