

# MANAGEMENT OF THE EMERGENCY CAUSED BY COVID-19

Vademecum for the University Residences




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Largo Gemelli 1, Milan

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[www.collegiunicattolica.it/documenti/EDUCatt-Management-of-the-Emergency-Caused-by-Covid-19.pdf](http://www.collegiunicattolica.it/documenti/EDUCatt-Management-of-the-Emergency-Caused-by-Covid-19.pdf)

All Coronavirus emergency procedures, standards and infographics can be found at [www.educatt.it/covid19ENG](http://www.educatt.it/covid19ENG), also reachable through the following QR Code:



Due to the constant evolution of the emergency of the current health situation, everyone is required to remain constantly updated with respect to the regulations in force, and to what is provided in the documents available at the sites mentioned above.

## EDUCatt - Ente per il Diritto allo studio Universitario dell'Università Cattolica

Fiscal code: 97489410155 – VAT number: 06529660968

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Head Office: Milan - Largo A. Gemelli, 1 | Operating office: Milan - via L. Necchi, 9 | web: [www.educatt.it](http://www.educatt.it) | [www.educatt.org](http://www.educatt.org)

Presidency | General Management: phone number 02.7234.2415 | fax 02.80.53.215 | mail: [direzione.dsu@educatt.it](mailto:direzione.dsu@educatt.it)

Corporate Communication and Promotion: phone number 02.7234.3234 | 02.7234.3201 | mail: [comunicazione@educatt.it](mailto:comunicazione@educatt.it)

Reception Facilities for Students, Information and Grants: phone number 02.7234.2416 | fax 02.8718.1067 | mail: [info.dsu@educatt.it](mailto:info.dsu@educatt.it)

Catering Services: phone number 02.7234.2400 | mail: [ristorazione@educatt.org](mailto:ristorazione@educatt.org)

Health Care Centre and Psychological Counselling: Largo Gemelli, 1 | phone number 02.7234.2217 | mail: [centro.sanitario.dsu@educatt.it](mailto:centro.sanitario.dsu@educatt.it)

Tools and Solutions - Books: phone number 02.7234.3226 | mail: [librario.dsu@educatt.it](mailto:librario.dsu@educatt.it) (distribution) | phone number 02.7234.2235 | mail:

[editoriale.dsu@educatt.it](mailto:editoriale.dsu@educatt.it) (production)

Brescia Office: via Tosio, 1

Reception Facilities for Students, Information, Grants and Catering: phone number 030.2406.202 | mail: [info.bs.dsu@educatt.it](mailto:info.bs.dsu@educatt.it)

Books (distribution): Università Cattolica Bookshop, 17/D, via Trieste | phone number 030.2406.440 | fax 030.2406.441 | mail: [libreria-bs@unicatt.it](mailto:libreria-bs@unicatt.it)

Piacenza Office: via dell'Anselma, 7

Reception Facilities for Students, Information, Catering, Books (distribution): phone number 0523.62.11.11 | fax 0523.579.416 | mail: [info.pc.dsu@educatt.it](mailto:info.pc.dsu@educatt.it)

Rome Office: Largo F. Vito, 1

Reception Facilities for Students, Information, Catering, Books (distribution): phone number 06.301.54.210 | fax 06.301.55.708 | mail: [info.rm.dsu@educatt.it](mailto:info.rm.dsu@educatt.it)

SportInCampus: phone number 06.305.01.20 | mail: [sportincampus@educatt.org](mailto:sportincampus@educatt.org)

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## WARNING

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The document approved by the Conference of Regions and Autonomous Provinces - 20/154/CR10b/C9 entitled *Emergency Management by Biological Agent Coronavirus SARS-CoV-2 (CoViD-19) - Guidelines for Health Protection in University Residences*, proposed by ANDISU (August 6, 2020) - available at the address <http://www.regioni.it/home/residenze-universitarie-linee-guida-per-emergenza-covid-19-2641/> - was also taken into account in the drafting of this version of the Vademecum.

## FOREWORD

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The formation of the person is influenced by the environments in which this person lives, by the relational quality that serves as a plot to one's existence, by the wealth of stimuli received in a given context. University Residences, designed in a logic of a welcoming and shared environment, have in the satisfaction of certain needs – living, sleeping, eating, security, company – only the starting point to build a much richer and more engaging educational experience, aimed at promoting the deeper dimensions of the person.

The educational proposal of the University Residences, which aims to contribute to the integral formation of the person, is based on several principles recalled in the daily practice. The educational proposal aims to enhance and increase the ability of all Students to take care of their own life starting, especially in this period of health emergency, from their own body, from their own things and those entrusted to them, from their own spaces and from those in common, from a strong focus to health. Young people are proposed not only to take care of themselves, but also to take part in others' lives, to be open to the problems of the community, the city and the territory, to look at the issues with a receptive and critical spirit. The experience of relationship involves experiencing oneself in the co-habitation and daily encounter with other people, supporting relationships characterized by listening, respect and dialogue. It is in the "life together" that one grows in the knowledge of one's own resources and difficulties, in the acceptance of one's own and the others' limits, in understanding the other people's point of view, in discovering the other person as a gift.

The educational project that is implemented in our facilities bets on young people as bearers of resources and potential, as active protagonists of their own formation and life building. This protagonism is closely connected with the great value attributed to the principle of responsibility, trying to support young people in their attention, in their understanding of reality, in the assumption of precise commitments, also in relation to the rules that need to be shared.

Even at this time of health emergency, by taking the appropriate measures to be safe, the University Residences intend to guarantee hospitality in order to continue contributing to the growth of the person and to the development of transversal skills. In fact, they are a community of people who can be asked to behave responsibly. The educational pact is based on principles such as respect, trust and responsibility.

For these reasons, we believe it is much more effective and educational to invest in relationships, and in the belief that it is better to behave according to shared rules to ensure health and safety in the University Residences, rather than exasperate Students with restrictive measures that are difficult to apply and control within a community of young people.

All the provisions of this Vademecum are fully applicable, provided the Residence tends to be a "closed community". In order to get as near close as possible to this condition, to prevent contagion and its spread, it is necessary to implement responsible actions and behaviours, as well as appropriate corrective measures aimed at compensating the "external factors" that may compromise this situation.

Therefore, each member of the community must know and apply the rules and the correct behaviour described below, working to ensure the health and safety of themselves and of all other members, too.

The main points on which the pact between Students and the Management of the University Residence is based can be summarized as follows:

- information and sharing of principles and rules;
- adoption of anti-contagion security measures;
- management of social distancing;
- use of a suitable protective mask in all common areas when Students are in the presence of other people, always carrying it with them even if they are not wearing it;
- willingness to periodically measure their body temperature as agreed upon;
- responsible management of care and attention to personal hygiene;

- responsible and shared management of the care and attention to hygiene of the places, encouraging the sanitization operations of all the premises in the facilities;
- responsible behaviour adopted within the facility, also when sharing common areas;
- responsibility with respect to the behaviour adopted on the occasion of possible exits from the structure;
- processing of personal data in compliance with current legislation (EU Regulation no. 2016/679 “General Data Protection Regulation” or “GDPR”).

The stay inside the University Residence is permitted only after the Student has signed the commitment to fully comply with the rules contained in this Vademecum, which are to be considered supplementary and, where they provide a greater guarantee than the current health emergency, they are to be considered superseding the regulations already in place for life inside the facilities. Any behaviour, action or omission that could endanger the health, personal safety and/or the entire collegiate community is considered a serious matter. Failure to comply with the rules will be sanctioned in the manner already provided for in the Rules of the University Residences.

## A CLOSED COMMUNITY

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A “closed community” is the condition that, in the face of the limitation of ties with strangers and with outside communities, after a reasonable period of time (quarantine), the Residence can be considered “COVID-19 free”.

This is what happened in EDUCatt facilities during the lockdown period. The few Students who remained inside, for all that period, lived a family experience, with very limited and rarefied movements over time. In this sense, then, we were able to speak of a closed community, an area that certainly allowed greater flexibility in the management of protection devices and behaviours within the structure. The closed community, by its very nature, greatly reduced the possibility of contagion among boarders.

Today reality has changed. People go out more frequently, meet other people and do activities outside. Despite the use of protective masks and the maintenance of interpersonal distancing, these behaviours increase the risk of running into coronavirus-positive people, therefore, alienating from the ideality of a closed community. The further people move away from this ideal, the more they need to be careful and increase the level of protection of their own and others' health. Since the collegiate population is increasingly involved in the resumption of the University's activities and in daily social life, it is therefore appropriate to activate **compensatory behaviour of prudence and co-responsibility**, aimed at preventing the spread of COVID-19.

These behaviours are personal actions and management actions. Personal actions include the **use of a suitable protective mask<sup>1</sup>, hand hygiene, interpersonal distancing, responsible behaviour** (inside and outside the structure), etc. Among management actions, there is **temperature measurement** (attention to symptoms), **cleaning and sanitation of the environment**, etc.

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<sup>1</sup> The term “suitable mask” refers to disposable surgical masks (also called medical facial masks) or other filtering facial masks with a similar (or higher) level of protection of the respiratory tract, authorised for commercial use and the effectiveness of which is certified according to the technical regulations in force. The so-called community masks are not considered suitable. It is the responsibility of the individual to check the suitability of the mask worn and purchased independently. This indication is extended to the entire document.

## 1. INFORMATION

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The entire community present in the Residence and anyone who enters the facility are informed about the provisions in force through *ad hoc* communications and the posting of information leaflets, containing:

- the obligation to comply with the indications given in this Vademecum;
- the observance of the rules of personal hygiene and of the conduct to be maintained within the facility, with particular reference to common areas;
- the restrictions provided for entry/return or stay in the facility, with the obligation to promptly declare one's state of health - in the presence of symptoms associated with COVID-19 infection and/or risk conditions (temperature equal to or higher than 37.5°C, cough, respiratory difficulties, nasal secretions, conjunctivitis, diarrhoea, rashes, loss of taste, loss of smell, coming from risk areas and/or foreign states for which special restrictions are in force, contact with people positive for the virus in the previous 14 days, etc.);
- the precautions to be taken in the event of leaving the facility and moving around as sources of potential risk of infection, attention to personal hygiene and prudence when visiting places and people, in the knowledge that these measures are essential;
- the behaviours to be adopted in the presence of symptoms associated with COVID-19 infection (temperature equal to or higher than 37.5°C, cough, breathing difficulties, nasal secretions, conjunctivitis, diarrhoea, rashes, loss of taste, loss of smell, or other);
- the obligation to promptly and responsibly inform the Residence Management about the presence of any symptom associated with the COVID-19 infection (temperature equal to or higher than 37.5°C, cough, breathing difficulties, nasal secretions, conjunctivitis, diarrhoea, rashes, loss of taste, loss of smell, or other), taking care to keep adequate distance from the other people present in the facility, stay or go to one's own room and follow the procedures provided.

## 2. ENTRY MODE INTO THE FACILITY

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The prerequisite for entry and admission to the facility is based on the knowledge of the person's health state and on the elements related to it. For this reason, every student who intends to enter the facility will be subject to the measurement of body temperature at the time of entry. In addition, the Students will have to sign a declaration (**Form for access and stay at the University Residence**) in which they certify that there are no symptoms attributable to COVID-19 infection (temperature equal to or higher than 37.5°C, cough, breathing difficulties, nasal secretions, conjunctivitis, diarrhoea, rashes, loss of taste, loss of sense of smell, or other), that they have had no contact with subjects who had symptoms or tested positive for COVID-19, and have not undergone screening tests for COVID-19 with POSITIVE results.

Admission to the facility will take place "under reserve" and will be confirmed only after verifying the information contained in a complete attestation (**Health Certificate in Relation to COVID-19 Pandemic**), describing the aspects related to symptoms, quarantine periods, risks, contacts and acquaintances of the last period that can be linked to contagion, presumed or actual, by COVID-19. This certificate must be filled in and sent to EDUCatt within the following 48 hours (Milan: [rientro.mi@educatt.org](mailto:rientro.mi@educatt.org) - Piacenza: [rientro.pc@educatt.org](mailto:rientro.pc@educatt.org) - Rome: [rientro.rm@educatt.org](mailto:rientro.rm@educatt.org)). Students who have already tested positive for COVID-19 infection must also enclose a medical certificate showing that the

swab has been “negativeised” according to the prescribed procedures, issued by the relevant territorial prevention department. The Students who have already tested positive for COVID-19 infection must also enclose a medical certificate showing that the swab has been “negativeised” in the prescribed way, issued by the relevant territorial prevention department.

After the first entry, in case of subsequent absence from the structure (for one or more nights), a declaration must be signed again (**Form for Access and Stay at the University Residence**) certifying that the person in question has no symptoms due to COVID-19 infection (temperature equal to or higher than 37.5°C, cough, breathing difficulties, nasal secretions, conjunctivitis, diarrhoea, rashes, loss of taste, loss of smell, or other), that he/she has had no contact with subjects who have symptoms or have tested positive for COVID-19, and has not undergone screening tests for COVID-19 with POSITIVE results.

In addition, if Students return to the University Residence after an absence of more than 7 days, in order to receive confirmation of admission, they must fill in and sign the complete certificate (**Health Certificate in relation to COVID-19 Pandemic for Return to the University Residence**) again and send it to EDUCatt within 48 hours after access (Milan: [rientro.mi@educatt.org](mailto:rientro.mi@educatt.org) - Piacenza: [rientro.pc@educatt.org](mailto:rientro.pc@educatt.org) - Rome: [rientro.rm@educatt.org](mailto:rientro.rm@educatt.org)).

### 3. STAY IN THE FACILITY

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In addition to having to comply with the behaviour provided for in this Vademecum and pay particular attention to the care of one’s own health condition, each guest must immediately report to the Residence Management the possible presence of symptoms associated with COVID-19 infection (temperature equal to or higher than 37.5°C, cough, breathing difficulties, nasal secretions, conjunctivitis, diarrhoea, rashes, loss of taste, loss of smell, or other) in order to activate the necessary procedures. In any case, at least once a day, each student must undergo temperature measurement by the staff in charge, an essential condition for the stay in the facility. A register of the temperatures of each single person will not be kept, but there will only be a report with the overall results of the measurements (number of measurements made with respect to the guests in the facility, negative results, etc.). If the temperature is equal to or higher than 37.5°, the guest will be asked to return and stay in his/her own room (or in another dedicated room), waiting for further indications. All students hosted at the University Residence are invited to temporarily enrol in the Regional Health Service (SSR) to choose a General Practitioner (MMG) near the facility, following the instructions given in the relevant information sheet.

### 4. EXIT FROM THE FACILITY

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Without prejudice to the importance of limiting outings, all Students are required to observe scrupulously responsible behaviour for the protection of their health and of other people in the facility. Those who go out must diligently comply with the regulations in force and must in any case pay particular attention:

- to personal hygiene, taking care to have gel and/or sanitizing wipes on them;
- to use suitable protective masks and wear them correctly (covering nose and mouth) in accordance with current regulations (e.g. outdoors, indoors, in all the environments where it is not possible to maintain physical distance, etc.);
- not to touch their eyes, nose and mouth with their hands if these are not adequately clean;

- to frequent other places (public or private), making sure that all necessary hygiene and prevention measures are respected (e.g. temperature measurement at the entrance, table spacing, surface cleaning, presence of hand cleaning dispensers, etc.);
- to avoid the mixed use of bottles and glasses;
- to be careful when meeting other people, who must also respect the rules of personal hygiene and the use of suitable protective masks;
- to correct physical spacing, avoiding places with high thickening;
- to avoid close contact with people suffering from acute respiratory infections;
- to avoid hugs and handshakes;
- to the use of public transport.

Upon return to the structure it will be mandatory to provide:

- timely sanitization of hands, using the dispensers available at the entrance;
- the change of clothes and shoes worn outside with others intended only for use inside the structure.

## 5. EXTERNAL VISITORS' ENTRY TO THE FACILITY

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Access to external visitors, be they family, friends or acquaintances, should be restricted as much as possible. Such access will be allowed only with the prior authorisation of the Residence Management, and on condition that a room for this purpose is available near the entrance. If authorized, they will have to comply with all the rules provided for internal guests; Students are co-responsible for the behaviour adopted by those who enter the facility to visit them, and will have to ensure compliance with the rules. External visitors will be subject to body temperature control and if it is equal to or higher than 37.5°, they will not be allowed to access the structure. They will have to sign a declaration (**Form for External Visitors Accessing the Facility**), in which they certify that they show no symptoms attributable to COVID-19 infection, that they have not had contact with subjects who have tested positive for COVID-19 and have not undergone screening tests for COVID-19 with POSITIVE results.

When entering the facility, external visitors must:

- ensure timely hand sanitization using the available dispensers;
- wear a suitable protective mask and, if required by current regulations, other prescribed protective equipment;
- go only to the limited and defined areas near the entrance that will be sanitized daily. It is forbidden to go to any other room in the structure;
- use reserved toilets that will be sanitized daily. It is absolutely forbidden to use the toilets for internal guests.

## 6. SUPPLIERS/EXTERNAL PERSONNEL ENTRY TO THE FACILITY

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There are entry, transit and exit rules for suppliers and external staff in order to reduce the opportunities for contact with students and internal staff. Suppliers and external staff, compatibly with the tasks entrusted to them, are only allowed access to limited areas of the facility, wearing the appropriate protective equipment. If possible, the drivers of the means of transport must remain on board their vehicles and, for the necessary loading and unloading activities, the carrier must wear the appropriate personal protective equipment and adhere to the strict interpersonal distance of 1.5 metres. Reserved toilets have been



identified, of which adequate daily cleaning is guaranteed, as it is absolutely forbidden to use those intended for students.

## **7. PERSONAL HYGIENIC PRECAUTIONS AND RECOMMENDATIONS**

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All people in the Residence are required to take the necessary hygienic precautions and follow specified recommendations, including:

- to wear a suitable protective mask in all common areas when in the presence of other people;
- to always have an appropriate protective mask, even if they are not wearing it;
- to often wash and/or sanitise their hands;
- not to touch their eyes, nose and mouth if their hands are not properly cleaned;
- sneeze and/or cough in a disposable paper towel or elbow fold, covering their nose and mouth and avoiding hand contact with respiratory secretions;
- avoid the mixed use of bottles and glasses;
- to maintain, as far as possible, an interpersonal distance of at least 1.5 metres;
- to avoid hugs and handshakes.

In particular, for hand sanitization, specific dispensers with sanitizing gel are available in easily identifiable places. A specific and in-depth information on the hygiene rules to be respected will be made available for all guests.

## **8. PERSONAL SPACE MANAGEMENT**

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Without prejudice to the regulations in force, depending on the typology of the structure and the services available, EDUCatt has evaluated the opportunity to have its rooms occupied by one or more people. This assessment has taken into consideration the volume of the room and its ventilation, the interpersonal distance, the management of the available space, as well as paying particular attention to the guests' health status and the possible need for isolation in the face of the onset of any symptoms. It is also necessary for each student to contribute actively to the hygiene and ventilation of their room. Inside the bathrooms, whether for personal or shared use, it is necessary that, after each use, each guest is responsible for maintaining hygiene and cleanliness of the surfaces, according to any instructions given and using the material provided.

## **9. ACCOMMODATION IN A DOUBLE ROOM**

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The double room is a type of accommodation that is widely provided in EDUCatt University Residences. After the careful risk assessment carried out by EDUCatt relevant functions, the double room is considered a safe place also in relation to the guidelines contained in this Vademecum. In fact, through responsible behaviour and anti-contagion rules, it is possible to offer this type of accommodation, too. Inside the room, the spaces have been organised to allow the necessary interpersonal distancing. Those who use this type of accommodation are required to take special care in the management of clothes, bags and handbags. Care must be taken to keep clothes and accessories worn outside separate from those that are clean and/or used inside the structure, according to clean-dirt routes that must remain, as far as possible, separate. Great care must be taken when using the bathroom, with respect to which it is recommended to ventilate the environment and sanitise the sanitary ware after use.

## **10. USE OF COMMON AREAS**

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EDUCatt and the Residence Management have defined which common spaces to make available according to the risk assessment. For the use of the common spaces (e.g. study rooms, recreation rooms, the library, etc.) it is necessary to provide for appropriate interpersonal distancing and possible rostering. To this end, inside the common areas, there will be indications regarding the maximum contemporary capacity and/or the availability of places that can be occupied and, where foreseen, students are requested to book in advance to be able to access them. In addition, each student is required to help keep these spaces and the facilities present (e.g. tables, chairs, etc.) clean whenever they make use of them. The availability of products for sanitising the hands and surfaces used is guaranteed. Particular attention must be paid to the use of shared kitchens, whose cleaning and sanitation service is enhanced. Inside these kitchens, each student is responsible for hygiene, proper food storage and careful cleaning of the dishes and utensils used. Access to refreshment points, beverage and food dispensers must be reduced to the minimum necessary and, in any case, adequately restricted. Before and after the use of the vending machines, it is necessary to wash hands thoroughly and/or sanitise them with a special sanitising gel. The cleanliness of the keyboards of the snack and drink vending machines is guaranteed with special detergents.

## **11. USE OF GYMS**

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The use of gyms requires special attention because the simultaneous presence of several people, under effort, could be a source of transmission of the virus. Without prejudice to the regulations in force, the Residence Management and EDUCatt, following a careful risk assessment, have made the gyms usable by providing for compliance with hygiene and cleanliness conditions. In general, however, a limited use is recommended. All necessary actions will be implemented to guarantee the safety of users (e.g. spacing, ventilation, cleaning, sanitation of tools, use of personal towels, etc.) and, in particular cases (e.g. small size, poor ventilation, etc.), only one person at a time may be allowed. In any case, the entrance into the changing rooms will be restricted and it will be necessary to maintain the appropriate interpersonal distance of at least 1.5 metres.

## **12. CLEANING AND SANITIZING THE FACILITY**

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Daily cleaning and periodic sanitization of the rooms, environments, common and leisure areas are guaranteed, but each person is called upon to contribute to maintaining the cleanliness of the spaces.

## **13. ORGANIZATION OF MEETINGS / EVENTS IN FACILITY**

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Considering the importance of limiting, as much as possible, the presence of possible contagious factors for the people present in the structure, until new dispositions are made, only events and meetings in presence that comply with the safety measures provided for by the regulations in force are allowed in a limited form. In order to authorise the execution of these activities, EDUCatt will carry out a prior risk assessment defining: the necessary physical distance of at least 1.5 metres, the maximum number of people allowed outdoors or indoors, the procedures for the entry and exit of people, the hygiene and ventilation measures to be taken inside the premises used and what will be necessary, case by case.

## **14. HANDLING A POTENTIALLY SUSPICIOUS/CONFIRMED CASE OF COVID-19**

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The health situation linked to the current pandemic and its possible evolution are such that it cannot be excluded that potentially suspect or confirmed cases of COVID-19 may occur within our facilities during the academic year. The people hosted within the Residence will be promptly informed so that everyone can scrupulously implement all the behaviours already foreseen, or further necessary, in order to guarantee the safety of the entire community.

Specific management is provided for those students who fall within the potentially suspected or confirmed cases of COVID-19 infection, including:

- a person with one or more symptoms (temperature equal to or higher than 37.5°C, cough, breathing difficulties, nasal secretions, conjunctivitis, diarrhoea, rashes, loss of taste, loss of smell, or other);
- a person screened for COVID-19 (swab or serological) with a positive result;
- a person who has had close contacts (e.g. cohabitation, long-distance contacts < 2 m for longer than 15 min.) with subjects recognised as positive for COVID-19;
- person from at-risk areas and/or foreign states for which special restrictions are in force;
- etc.

The student must immediately declare his/her condition to the Residence Management and must remain isolated in his/her room, or in another dedicated room. Each facility, depending on the number of students housed in double rooms and/or with shared bathrooms, guarantees the availability of one or more free rooms with private toilets. The necessary procedures will be put in place for the management of individual cases, according to the instructions of the EDUCatt Health Centre's Referent Doctor and the COVID-19 Referent of the Campus, as well as according to the requirements of ATS/ASL. If a student is required to return to his/her home, he/she can only do so using private transport. The student may be asked to collaborate in identifying any "close contacts" within the Residence in order to allow the application of the necessary and appropriate containment measures.

## **15. COVID-19 CONTACT PERSON**

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For each campus, EDUCatt has provided for the appointment of a COVID-19 Contact person to whom the Board/Residence Management will have to refer.

## **16. UPDATING AND APPLICATION OF STANDARDS**

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EDUCatt Management, thanks to the structures and functions in charge, constantly updates this document and verifies the application of the standards it contains.