

# GUIDE TO THE COVID-19 MANAGEMENT SCENARIOS FOR IED STUDENTS AND FACULTY

This document aims to provide clear guidance to the students and faculty of IED on the rules to follow in case of a suspected or confirmed Covid-19 case among staff and their close contacts, in order to protect the IED community and the entire community.

**IED strongly advises downloading and using the Immuni application**, as also recommended by MIUR (Italian Ministry of Education, Universities and Research) in its Note No. 1436 of 13 August 2020 regarding guidance to School Heads on the reopening of schools.

Downloading Immuni is an act of collective responsibility and will allow our country to contain the epidemic and promote a rapid return to normal. We encourage everyone to do so!



# NOTICE ABOUT CONTAINMENT MEASURES

## MANDATORY RULES

1. Access to IED is only allowed if:
  - your **body temperature** does not exceed 37.5° C;
  - you have no symptoms of flu;
  - you do not come from at-risk areas according to WHO guidelines;
  - you have not been in contact with anyone who tested positive for the virus in the previous 14 days.
2. Maintain the **minimum safety distance of 2 metres**, at all times, including during lab practice.
3. Wear the correctly positioned **mask** before accessing IED buildings and also wear it during lectures.
4. **Sanitise your hands** before sitting at the workstation/in the lecture room and periodically wash them with soap and water and/or disinfectant during the day.
5. Avoid **gathering in groups**.

## MAIN CONTAINMENT MEASURES IMPLEMENTED BY IED

- Continuation, for all locations, of the remote working mode as the preferred mode.
- Body temperature measurement through suitable totem scans for each person who wishes to access IED facilities.
- Supply of hand sanitising detergents.
- Daily cleaning and periodic sanitisation of premises, rooms, workstations and communal and leisure areas.
- Distribution of specific detergents for user to sanitise their workstations.
- Immediate cleaning and sanitisation of the IED offices and their ventilation if a Covid-19 case is identified, in accordance with the provisions of Circular No. 5443 of 22 February 2020 of the Ministry of Health.
- Signage and video encouraging people to download the Immuni application in all locations.

# THE PARTIES INVOLVED IN THE MANAGEMENT OF THE COVID-19 EMERGENCY

## **The IED Prevention and Protection Service**

As part of the management of the Covid-19 emergency, the IED Prevention and Protection Service collects data relating to contagions and the “close contacts” of the infected person and communicates with the competent Health Authorities.

**Any action relating to the management of people who are Covid-19 positive and their “close contacts” will be implemented by the IED Prevention and Protection Service in full compliance with the provisions of the competent Health Authorities.**

**Head of the Prevention and Protection Service:** Mr. Vito Carbonara (sicurezza@ied.it).

## **The Competent Health Authorities (ASC - Autorità Sanitarie Competenti)**

Each Region has identified the competent bodies for the management of Covid-19 contagions. Depending on the Region, they may be: ATS (Health Protection Agency), ASL (Local Health Authority), the Department of Prevention, etc.

**Remember that it is the responsibility of the competent Health Authority to carry out the epidemiological investigation in the case of a person testing Covid-19 positive and to identify any measures to be implemented for the positive case and their “close contacts” (e.g. quarantine, isolation, active surveillance, etc.).**

## **The family doctor**

He/she is responsible for the aid and provision of all care for each citizen. **He/she is a central figure in the management of the Covid-19 emergency**, for this reason it is strongly recommended (where possible) to register with the health system in the Region where the IED installations are located and the consequent choice and assignment of the treating doctor in the Region.

## **“Close contacts”**

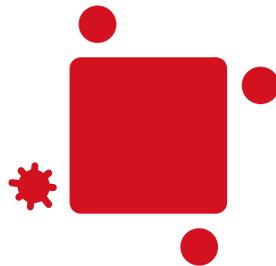
The Ministry of Health defines as “close contact” (high risk exposure) with a probable or confirmed Covid-19 case, as all those who have been in direct contact with a Covid-19 case. The definition can be found on the [Ministry of Health](#) website.

# COVID-19 MANAGEMENT SCENARIOS FOR STUDENTS AND FACULTY



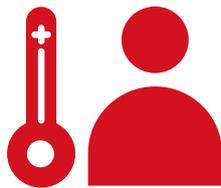
## SCENARIO 1:

I tested positive for Covid-19, what do I do?



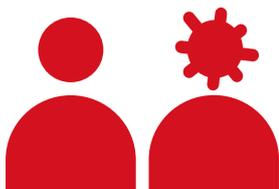
## SCENARIO 2:

If IED establishes that a classmate/colleague of mine is Covid-19 positive, what would happen?



## SCENARIO 3:

I get a fever at IED or at home in the 48 hours following my presence at IED, what do I do and who do I contact?



## SCENARIO 4:

I found out I was in contact with a Covid-19 positive person outside IED and I am self-isolating, what do I do and who do I contact?





## SCENARIO 1

I tested positive for Covid-19, what do I do?

Do not come to IED.



Inform your doctor immediately.



The Competent Health Authority will inform IED of the presence of a confirmed case of Covid-19 in the classroom and indicate which prevention measures must be complied with. If you feel that you would like to inform IED to justify your absence from any courses, please do so exclusively by writing to [sicurezza@ied.it](mailto:sicurezza@ied.it). In this case IED will in turn contact the competent Health Authority to request/agree on the necessary measures.



You will be able to return to school by sending to [sicurezza@ied.it](mailto:sicurezza@ied.it) your declaration of end of illness issued by your doctor in accordance with the procedures laid down by the regions.

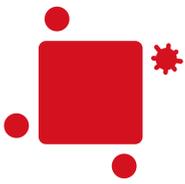


### WHAT WILL IED DO?

If a student who tested positive for Covid-19 has been at IED in the 48 hours prior to the onset of symptoms or swab (for asymptomatic cases), IED must cooperate with the Competent Health Authorities to take all preventive measures that are necessary and required:

- Extraordinary sanitisation will be conducted in the spaces and classrooms in which the positive student has been.
- Face-to-face teaching activities for the positive student's class will be replaced with Distance Learning (where possible) or suspended.
- IED will support the ASC in identifying any "close contacts" of the positive person by providing a list of the teachers, technical/administrative staff and students with whom the positive person has shared a classroom in the 48 hours prior to the onset of symptoms or swabbing.

Face-to-face teaching activities will resume depending on the outcome of the epidemiological investigation carried out by the ASC and their recommendations.



## SCENARIO 2

If IED establishes that a classmate/colleague of mine is Covid-19 positive, what would happen?

If you are contacted by IED because you have attended courses with a person who has tested positive for Covid-19, you will need to take the following preventive measures:

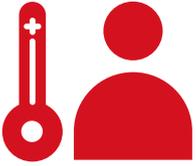
Do not come to IED for 15 days or for the number of days that will be indicated to you by IED, during which time your face-to-face teaching activities will be suspended and replaced (where possible) with Distance Learning.



The ASC may require IED to recommend home isolation and passive symptom surveillance; in any case you should inform and follow the instructions of your doctor.

You may return to the classroom at the end of the period of suspension of face-to-face teaching activities, unless otherwise recommended by the ASC.

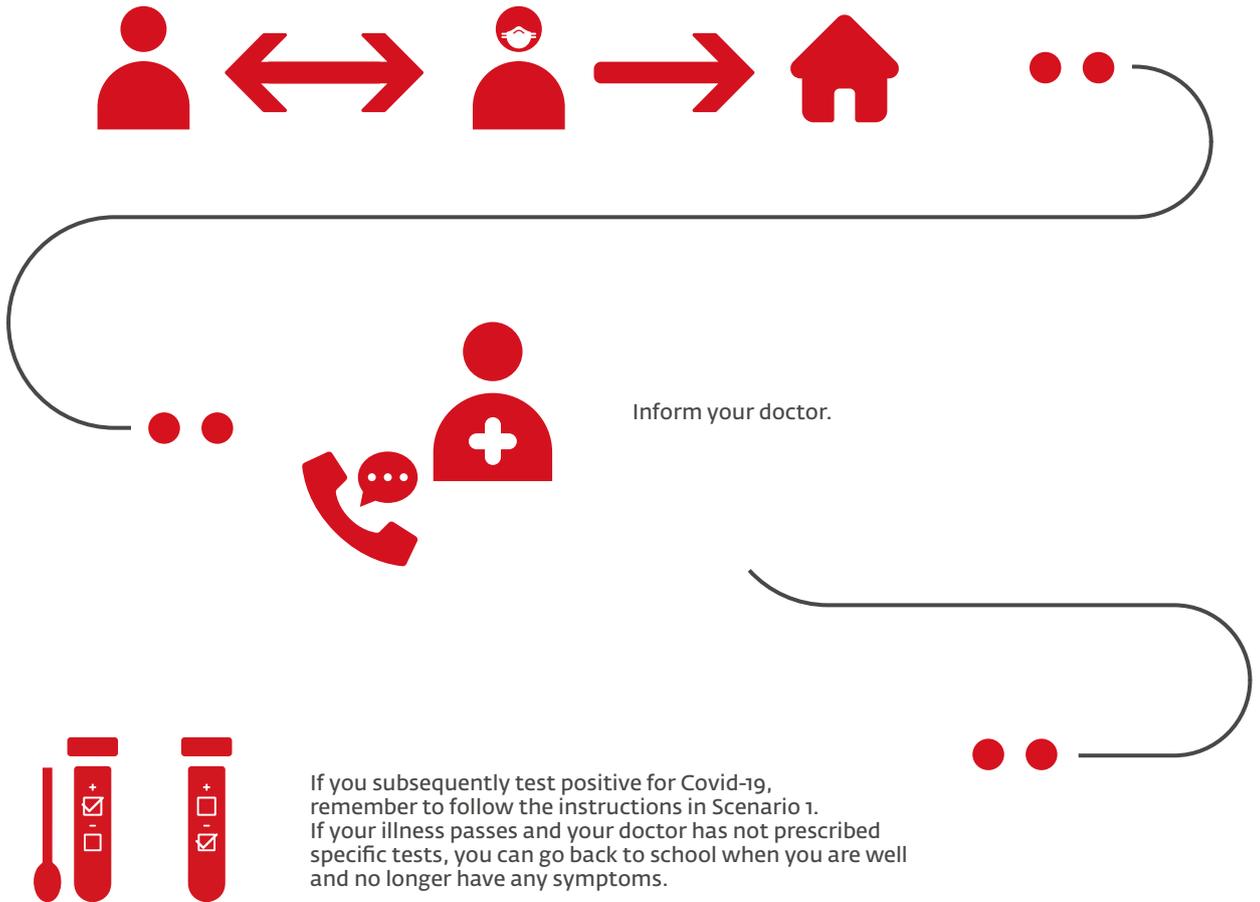




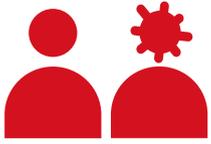
### SCENARIO 3

I get a fever at IED or at home in the 48 hours following my presence at IED, what do I do and who do I contact?

If you are at IED when you start to feel sick, take care to keep an adequate distance from other people and always wear your mask. If you are already at home, do not come to IED.



**Always act responsibly, if you have a temperature above 37.5 and/or flu and/or other Covid symptoms, remember that you will not be able to access the IED premises.  
THE SAFETY OF ALL OF US IS IN EVERYONE'S HANDS!**



## SCENARIO 4

I found out I was in contact with a Covid-19 positive person outside IED and I am self-isolating, what do I do and who do I contact?

You may become aware that you have been in contact with a person who has tested positive for Covid-19 from various sources. Here are the main ones:

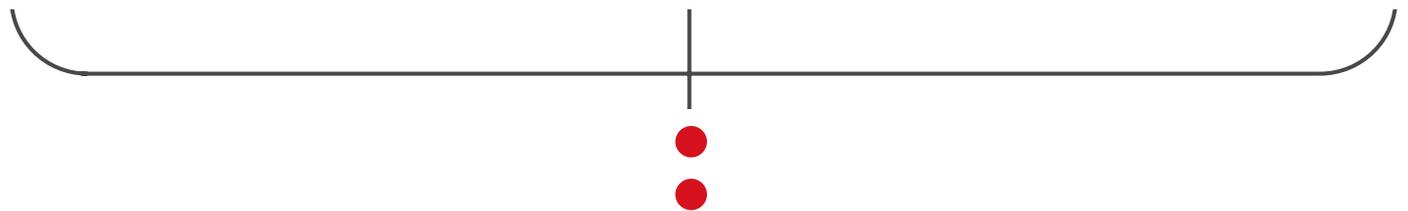


Notification from the Immuni APP (in which case, contact your doctor as soon as possible and follow his/her instructions).

Contact from the Competent Health Authority.

Direct information from the positive person (in which case, contact your doctor as soon as possible and follow his/her instructions).

If you receive one or more of these notifications and your doctor or ASC instructs you to go into self-isolation, proceed as follows:



Do not come to IED.



Follow the instructions provided by the Competent Health Authority and contact your doctor.



If you subsequently test positive for Covid-19, remember to follow the instructions in Scenario 1. Otherwise, at the end of the period of self-isolation imposed by the ASC, you will be able to return to IED

## FAQ

We have prepared these frequently asked questions to help you deal with this emergency situation. If you still have questions, write to [sicurezza@ied.it](mailto:sicurezza@ied.it).

### **I am a student and tested positive for Covid-19, will I have to justify my absences and what certification will I have to provide to IED?**

If you test positive for Covid-19 you can justify your absence by filling in the Extraordinary Absence Form and providing the certificate of illness or a statement from your doctor; you must not submit the required documents in person but send them by email to the secretary's office, which is authorised to process the relevant data. In addition, you will need to agree a recovery plan with the secretary's office to recover the educational activities you missed during the absence. We remind you not to send to IED any documents other than those requested (e.g.: do not send the results of the oro-nasopharyngeal swab. A certificate from your doctor will suffice).

### **Will absences due to being positive for Covid-19 or the preventive suspension of lessons that cannot be replaced with Distance Learning have an impact on the calculation of the percentage of absence allowed under the regulations?**

If the allowed percentage of absences is exceeded due to a significant event or serious circumstances out of the student's control (such as testing positive for Covid-19 and preventive suspension in the case of a positive classmate), students may submit a request for extraordinary absence by filling in the form available from Academic secretary's offices. The Academic Coordinator of the Location, once the reasons presented have been verified, reserves the right to accept or refuse the request to justify the absence.

### **If the Health Authorities contact me, I receive a notification from Immuni or under similar circumstances (Scenario 4) and I am directed to isolate, will I have to justify my absences and will they affect the calculation of the percentage of absence allowed under the regulations?**

If your lessons can be replaced with Distance Learning, you will be in proper attendance and will not have to justify anything. Otherwise, if you exceed the allowed percentage of absences due to a significant event or serious circumstances out of the student's control, you can submit the appropriate form to justify the extraordinary absence by attaching the documentation that will be provided by your doctor or by the Competent Health Authority. In addition, you will need to agree a recovery plan with the secretary's office to recover the educational activities you missed during the absence.

**If a family member/roommate/classmate/office colleague of mine is sick (with Covid-like symptoms) but has not received any prescription for a swab test from a doctor, what should I do?**

You can continue to come to the office/school, following the main rules: distancing, mask, hand sanitisation.

**If a family member/roommate/classmate/office colleague of mine is sick and the doctor has already prescribed a swab test, what should I do? How will my absences be handled?**

Contact your doctor as soon as possible to determine whether the person being swabbed can be described as “close contact” and follow the instructions that he or she will give you. If you are placed in self-isolation while waiting for the results of the contact swab, you will not have to come to IED. You will be able to return to the office/school if the result of the swab is negative; if not, you will have to follow the instructions for scenario 2 or 4.

If you are a student, any exceeding of permitted absences may be assessed by the Academic Coordinator of the Location and managed as extraordinary absence. If you are an employee and will not be placed on sick leave by your doctor, you can continue your activities by working from remote. If your role does not envisage this, you will be granted a justified absence.

**What can I do if I do not know what the symptoms of Covid-19 are, if I need guidance, if I feel intimidated and do not know how to handle the situation?**

Visit the [Ministry of Health](#) website and if you still have questions, send an email to [sicurezza@ied.it](mailto:sicurezza@ied.it).

**If I am afraid of the situation and decide to self-isolate, what will happen?**

IED takes all necessary measures to contain the contagion and will comply with all specific instructions that will be given by the Competent Health Authorities in case of potential danger of contagion from your “close contacts” in the IED environment (colleagues with whom you share a workspace, classmates).

If you do not receive any notice from IED, you can rest assured that you will be able to continue your study/work activities as in the past.

Any absences not certifiable with medical prescriptions related to Covid-19 or unrelated to suspensions and/or closures ordered by IED or not yet linked to indications of self-isolation imposed by the ASC, must be justified in the normal way.

**What should I do if I notice someone in IED without a mask or with a badly worn mask?**

Report it to your supervisor and/or a person in charge (your teacher, secretary's office staff or a teaching assistant) and immediately advise your classmate/colleague to wear the mask in the correct way (nose and mouth covered).

Advise them while keeping a safe distance!

**A classmate/colleague of mine does not respect the safety distances imposed by the rules of contagion containment, what should I do?**

Report it to your supervisor and/or a person in charge (your teacher, secretary's office staff or a teaching assistant) and remind your classmate/colleague of the importance of respecting the distancing rules. Always keep a safe distance of 2 metres and ask other people who are closer to you to do the same!

**I want to take a swab or serological test, can IED give me any suggestions?**

IED has entered into agreements with various laboratories in different regions. Write to [sicurezza@ied.it](mailto:sicurezza@ied.it) to obtain the list of current agreements and follow the instructions to access the services.

**What should I do if I inadvertently leave my mask at home or break/lose my mask while I am at IED?**

Ask a person in charge and/or at the Reception desk to obtain another mask for you.

**What should I do if I return from a trip abroad or from areas affected by Covid-19?**

Follow the instructions on the [Farnesina website](#), which is constantly updated, and consult the measures issued from time to time by the competent authorities.

**Who cleans workstations or lab equipment?**

At the end of the day, IED has all rooms used cleaned and sanitised; we also ask you, for your own safety and that of your classmates/colleagues, to do the same before and after each lecture and/or after having worked using the kit provided by IED (sanitising spray and paper roll).

**Where can I take my lunch break?**

The use of the communal areas is restricted and gathering in groups is not allowed even during lunch breaks. We therefore encourage you to eat your meal outside IED facilities. Staff are allowed to eat lunch at their workstations. Remember to observe the rules and do not let your guard down during your lunch break!

**Can I leave my personal items in the classroom/office?**

No, please keep your personal items with you at all times and remove them when you leave IED facilities. IED is not responsible for any theft of materials or equipment left unattended in its facilities.

**What happens if I do not comply with the rules of the [Notice about containment measure](#)?**

IED may take measures as provided for in the Disciplinary Regulations applicable to students and/or initiate disciplinary proceedings in compliance with applicable laws and contracts in the case of employment relationships or take other measures provided for by the law in the case of collaborations with independent third parties.

**I have to go to the office to carry out activities that cannot be managed from remote. Can I use my usual workstation?**

Yes, unless it is at a distance of fewer than 2 metres from another occupied workstation; in this case, you can move to a more distant workstation which you can sanitise yourself on arrival using the kit provided by IED (sanitising spray and paper roll).

At the end of the day it will be cleaned and sanitised again by the staff.

**If there is a Covid-19 positive case among students and/or employees, how will the spaces you occupy be sanitised?**

At the end of the day IED conducts the cleaning and sanitising of all the spaces used and provides a kit for the personal cleaning of your workspace/classroom.

In the event someone tests positive for Covid-19, an extraordinary sanitisation will be carried out of the spaces and classrooms where the positive case has been, with particular attention to all contact surfaces.

