



UNIVERSITÀ  
DI PAVIA

UNIVERSITÀ DEGLI STUDI DI PAVIA

*OFFICE FOR PREVENTION AND PROTECTION*

VADEMECUM CONTAINING THE MEASURES  
FOR THE CONTRAST AND CONTAINMENT OF THE DIFFUSION OF THE VIRUS  
COVID-19 IN THE WORKING ENVIRONMENTS

RECTOR

Francesco Svelto

HEAD OF THE OFFICE  
FOR PREVENTION AND  
PROTECTION

Lucilla Strada

THE DESIGNATED MEDICAL  
DOCTOR

Giuseppe Taino



## I. Introduction

This document, aimed at informing the academic community about the measures to be taken to contrast the spread of Coronavirus, takes into account current knowledge on the essential elements that characterize it and could be subject to continuous updates.

Aware of the peculiarity of the situation, the University of Pavia has already adopted a series of measures to protect the academic community by encouraging the carrying out of work activities online (smart working), identifying the activities to be made at home, limiting the presence of staff within the same offices.

Disposable gloves, sanitizing gel dispensers were purchased and all rooms will be cleaned with appropriate hypochlorite-based disinfectants.

The following prescriptions and subsequent suggestions are mainly aimed at staff who carry out their work at the university, but the whole academic community is called to take a look at it because the prevention of COVID-19 passes through the information and training of all citizens.

The document refers to the measures contained in the relevant legislative and administrative provisions. In particular, the Ministry of Health has made available a series of materials for the communication of the main prevention aspects of COVID-19 which can be consulted from the following link:

## 2. Hygienic rules

We remind you of the importance and respect of the following rules:

- wash your hands often;
- avoid close contact with people suffering from acute respiratory infections and in any case avoid hugs, handshakes and direct physical contacts with each person;
- respiratory hygiene (sneezing or coughing in a handkerchief avoiding hand contact with respiratory secretions);
- maintain an interpersonal distance of at least one meter in every social contact;
- avoid the promiscuous use of bottles and glasses, even during sports;
- do not touch your eyes, nose and mouth with your hands;
- cover your mouth and nose if you sneeze or cough;
- do not take antiviral drugs and antibiotics, unless prescribed by your doctor;
- clean the surfaces with chlorine or alcohol based disinfectants;
- use the mask only if you suspect that you are ill or assist sick people.





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### 3. Hand hygiene procedures

As already mentioned, hand hygiene is a fundamental measure for the prevention and protection from infection.

Proper hand cleaning is used to quickly remove and eliminate any disseminated biological agents from them as they could easily be introduced into the body.

Remember to wash your hands:

- after every work activity with potential exposure to biological risk;
- after removing gloves and other protective clothing;
- in the event of contamination or suspected such with hazardous materials (eg biological fluids, environmental soil samples, water, food samples of animal origin, waste, animals);
- after general activities such as sneezing, blowing your nose, using the toilet, having used public transport;
- before leaving the work area or laboratory;
- before eating, drinking, taking medications.

Always use liquid soap and tap water, preferably warm.

Apply the soap on both palms of the hands and rubbing on the back, between the fingers and in the space under the nails, for at least 15-20 seconds. Rinse thoroughly with water and dry your hands with disposable paper or with a hot air device.

Do not touch the handles with freshly washed hands. To close the tap, if there is no pedal mechanism, use a clean towel, preferably disposable. The total duration of the procedure is approximately 40-60 seconds.

The University has provided special sanitized gels to be used instead of water and soap.

Also in this case, it is recommended to perform movements similar to washing hands with soap and water: apply the gel on the palm of one hand, rubbing the hands, rubbing and distributing the gel on the surface of both hands, leaving it to act for about 10- 15 seconds, until it dries. In any case, follow the manufacturer's instructions regarding the quantity of product to be used and the time of action.

## Previene le infezioni con il corretto lavaggio delle mani



Utilizza sapone  
(meglio quello liquido  
della saponetta)  
e acqua corrente,  
preferibilmente calda



Applica il sapone  
su entrambi i palmi delle  
mani e strofina sul dorso,  
tra le dita e nello spazio  
al di sotto delle unghie  
per almeno  
40-60 secondi



Risciacqua  
abbondantemente  
con acqua corrente



Asciuga le mani  
possibilmente con carta  
usa e getta, con un  
asciugamano personale  
pulito o con un dispositivo  
ad aria calda



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#### 4. Safety distance - droplet criterion

Stay at least 1 meter away from other people. This measure serves to prevent the droplets of saliva that are dispersed in the air - through a sneeze, a cough, but also by speaking - from receiving other persons.

Social distancing is intended to avoid a large epidemic wave, with a peak of cases concentrated in a short initial period of time.



## 5. Personal Protective Equipment

Given the social distancing measures already adopted by the University, staff who carry out their activities at the University are not required to wear personal protective equipment. However, the Logistics Service has delivered disposable gloves to those who are in charge of collecting and delivering mails.

Please note that, as indicated by the Ministry of Health, the protections of the respiratory tract must be worn:

- if you have symptoms of respiratory diseases, such as coughing and breathing difficulties;
- if you are assisting people with symptoms of respiratory diseases;
- if you are a healthcare professional and assist people with a suspected or confirmed case of covid-19;
- if you are in charge of cleaning operations in areas where cases have stayed confirmed COVID-19 before being hospitalized.

The use of masks and facial filters is not necessary for the general population in the absence of symptoms of respiratory diseases.

The "surgical" type mask can, however, be used by people who have symptoms such as coughing or sneezing to prevent the spread of saliva droplets.



**#coronavirus**  
**Quando va indossata la mascherina?**

**Se hai sintomi di malattie respiratorie**, come tosse e difficoltà respiratorie

**Se stai prestando assistenza** a persone con sintomi di malattie respiratorie

**Se sei un operatore sanitario** e assisti persone con sintomi di malattie respiratorie

**Non è necessaria** per la popolazione generale in assenza di sintomi di malattie respiratorie

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## Definitions of Cases

**Suspected case:** A person with acute respiratory infection (having at least one of the following symptoms: fever, cough, dyspnoea) who required hospitalization or not and in the 14 days preceding the onset of symptoms, satisfied at least one of the following conditions: travel history or residence in China; or close contact with a probable or confirmed case of COVID-19 infection; or worked or attended a healthcare facility where patients with COVID-19 infection were hospitalized. It should be noted that the positivity found for common respiratory pathogens may not exclude co-infection with COVID-19 and therefore the samples must be tested for this virus anyway. The prevention departments and local health services will evaluate: any direct and documented exposures in other countries with local transmission of COVID-19, people who experience an unusual or unexpected clinical course, especially sudden deterioration despite adequate treatment, regardless of location of residence or travel history, although another etiology has been identified that fully explains the clinical situation.

**Probable case.** A suspected case whose test result for COVID-19 is doubtful or inconclusive using specific Real Time PCR protocols for COVID-19 at the identified Regional Reference Laboratories or is positive using a pancoronavirus test.

**Case confirmed.** A case with a laboratory confirmation carried out at the reference laboratory of the Istituto Superiore di Sanità for COVID-19 infection, regardless of clinical signs and symptoms.

## National laws

The updated list is available: <http://www.governo.it/it/approfondimento/coronavirus-la-normativa/14252jsp>.

Di seguito si riporta l'elenco non esaustivo della normativa nazionale sul COVID-19:

# Circolare del Ministro della Salute n. 2302 del 27 gennaio 2020

# Circolare del Ministro della Salute n. 3190 del 3 febbraio 2020

# Ordinanza del Ministero della Salute del 21 febbraio 2020

# Ordinanza del Ministero della Salute del 22 febbraio 2020

# D.L. n. 6 del 23 febbraio 2020 "Misure urgenti in materia di contenimento e gestione dell'emergenza epidemiologica da COVID-19"

# D.P.C.M. n. 6 del 23 febbraio 2020 "Disposizioni attuative del decreto-legge 23 febbraio 2020, n. 6, recante misure urgenti in materia di contenimento e gestione dell'emergenza epidemiologica da COVID-19. (20A01228)"

# D.P.C.M. 8 marzo 2020 "Ulteriori disposizioni attuative del decreto-legge 23



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febbraio 2020, n. 6, recante misure urgenti in materia di contenimento e gestione dell'emergenza epidemiologica da COVID-19. (20A01522)”

# D.L. n. 11 dell'8 marzo 2020 “Misure straordinarie ed urgenti per contrastare l'emergenza epidemiologica da COVID-19 e contenere gli effetti negativi sullo svolgimento dell'attività giudiziaria. (20G00029)”

# Ordinanza della Presidenza del consiglio dei ministri dipartimento della protezione civile n. 646 dell'8 marzo 2020 “Ulteriori interventi urgenti di protezione civile in relazione all'emergenza relativa al rischio sanitario connesso all'insorgenza di patologie derivanti da agenti virali trasmissibili”

Useful links

<http://www.salute.gov.it/portale/nuovocoronavirus/dettaglioFaqNuovoCoronavirus.jsp?lingua=italiano&id=228>

<https://web.unipv.it/coronavirus/>

[https://www.interno.gov.it/sites/default/files/allegati/nuovo\\_modello\\_autodichiarazione\\_23.03.2020\\_compilabile.pdf](https://www.interno.gov.it/sites/default/files/allegati/nuovo_modello_autodichiarazione_23.03.2020_compilabile.pdf)