



VADEMECUM OF THE MEASURES FOR COUNTERING AND CONTAINING THE SPREAD OF COVID-19 VIRUS IN WORK ENVIRONMENTS

1. Foreword

This document, aimed at informing the academic community about the measures to be taken to contrast the spread of Coronavirus, takes into account the current knowledge of the essential elements characterizing it and might be undergoing continuous updates. Being aware of the peculiarity of the situation, the University of Bergamo has already adopted a series of measures to protect the academic community promoting the performance of smart work activities, identifying the ones to be held on site and which cannot be postponed, limiting the presence of staff within the University offices. Disposable gloves, surgical masks, sanitizing gel dispensers have been purchased and the accurate cleaning of all the University rooms has been arranged with specific disinfectants as indicated by the competent doctor. The following prescriptions and subsequent suggestions are mainly addressed to the staff working at the University, but the entire academic community is called to take a look at them as COVID-19 prevention also entails the information and training of all citizens. This document refers to the measures contained in the legislative and administrative measures on the matter.

2. What is coronavirus?

Coronaviruses are a large family of viruses known to cause diseases ranging from the common cold to more serious diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

A new coronavirus (nCoV) is a new strain of coronavirus that has never previously been identified in humans. In particular, the one called SARS-CoV-2 (formerly 2019-nCoV), was never previously identified before being reported in Wuhan, China, in December 2019.

The disease caused by the new Coronavirus has a name: "COVID-19", where "CO" stands for corona, "VI" for virus, "D" for disease and "19" indicates the year in which it occurred.



3. What to do to protect yourselves?

We would like to remind everyone of the importance and compliance with the following rules:

- wash your hands frequently;
- avoid close contact with people with acute respiratory infections;
- avoid hugs and handshakes;
- maintain, in social contacts, an interpersonal distance of at least one meter;
- practice respiratory hygiene: sneeze and/or cough in a tissue, preferably disposable, and throw it immediately, then wash your hands well with soap and water or a hydro-alcoholic solution and dry them thoroughly. In the absence of a tissue, sneeze into the elbow with the arm folded and avoid contact of the hands with respiratory secretions;
- cover your mouth and nose if you sneeze or cough;
- avoid mixed use of bottles and glasses;
- do not touch your eyes, nose and mouth with your hands;
- do not take antiviral drugs and antibiotics unless prescribed by your doctor;
- clean surfaces with chlorine or alcohol-based disinfectants;
- it is strongly recommended in all social contacts, to use a mask, even a fabric mask, as an additional measure to other personal hygiene and health protection measures.

wash your hands frequently with soap and water or use an alcohol-based gel – do not touch your eyes, nose and mouth with your hands – avoid handshakes and hugs until this emergency is over – avoid close contact maintaining a distance of at least one meter – avoid crowded places – cover your mouth and nose with disposable tissues or do it into your elbow when sneezing or coughing – if you have flu-like symptoms stay at home, do not go to the emergency room or to the doctor's office, but contact your general practitioner or pediatrician, the emergency medical service or the regional numbers



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In case of fever, cough or breathing difficulties or if you suspect that you have been in close contact with a person with Covid-19 respiratory disease, stay at home and contact your family doctor, emergency medical service or regional toll-free phone number. Use the emergency number 112 only if your symptoms or breathing difficulties get worse.

4. Hand hygiene procedure

Hand hygiene is a fundamental measure for prevention and protection against contagion. Correct hand cleansing helps to quickly remove and eliminate any dispersed organic agents that could easily be introduced into the body.

You must wash your hands:

- after any work activity with potential biohazard exposure;
- after removing gloves and other PPE or protective clothing;
- in case of contamination or suspicion of contamination with hazardous materials (organic fluids, environmental soil samples, water, food samples of animal origin, waste, animals);
- after general activities such as sneezing, blowing your nose, using toilets, using public transport;
- before leaving the work area or laboratory;
before eating, drinking, applying cosmetics or contact lenses, taking a medicine. The procedure is as follows:
- use liquid soap and running water, preferably hot;
- apply the soap to both palms of your hands, rub on the back, between your fingers and in the space under your fingernails, for at least 15-20 seconds;
- rinse thoroughly with running water;
- dry your hands with disposable paper or a hot-air device.

The total duration of the procedure is about 40-60 seconds. Do not touch taps or handles with freshly washed hands. To close the tap, if there is no foot pedal mechanism, use a clean wipe, better if disposable.

How to wash hands with soap and water? Wash your hands with soap and water, only if visibly dirty! Otherwise, choose an alcohol-based gel! Duration of the whole procedure: 40-60 seconds – wet your hands with water – apply a sufficient amount of soap to cover the entire surface of your hands – rub your hands palm to palm – the right palm over the left back intertwining fingers between them and vice versa – palm against palm intertwining fingers – back of the fingers against the opposite palm holding the fingers tightly together – rotational rubbing of the left thumb tight in the right palm and vice versa – rotational rubbing forwards and backwards with the fingers of the right hand held together in the left palm and vice versa – rinse your hands with water – dry thoroughly with a disposable wipe – use the wipe to close the tap – once dry, your hands are safe

Come lavarsi le mani con acqua e sapone?

LAVA LE MANI CON ACQUA E SAPONE, SOLTANTO SE VISIBILMENTE SPORCHE! ALTRIMENTI, SCEGLI LA SOLUZIONE ALCOLICA!

ccm
Centro Nazionale per la Sorveglianza e il Controllo delle Infezioni

Ministero della Salute

Durata dell'intera procedura: 40-60 secondi

- 
Bagna le mani con l'acqua
- 
applica una quantità di sapone sufficiente per coprire tutta la superficie delle mani
- 
friziona le mani palmo contro palmo
- 
il palmo destro sopra il dorso sinistro intrecciando le dita tra loro e viceversa
- 
palmo contro palmo intrecciando le dita tra loro
- 
dorso delle dita contro il palmo opposto tenendo le dita strette tra loro
- 
frizione rotazionale del pollice sinistro stretto nel palmo destro e viceversa
- 
frizione rotazionale, in avanti ed indietro con le dita della mano destra strette tra loro nel palmo sinistro e viceversa
- 
Risciacqua le mani con l'acqua
- 
asciuga accuratamente con una salvietta monouso
- 
usa la salvietta per chiudere il rubinetto
- 
...una volta asciutte, le tue mani sono sicure.

WORLD ALLIANCE FOR PATIENT SAFETY

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World Health Organization

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If you use a ready-to-use hand sanitizing gel:

- apply the gel to the palm of one hand in the amounts specified in the instructions;
- rubbing the hands, rub it and spread it over the surface of both hands;
- leave it on for about 10-15 seconds until it dries.



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5. **Safety distance – droplet criterion**

Maintain a distance of at least 1 meter from other people. This measure aims at avoiding that saliva droplets dispersed in the air – when sneezing, coughing, but also talking – are received by others.



6. Personal protection equipment

Given the social distancing measures already adopted by the University, staff members working at the University are not required to wear personal protection equipment. However, the Prevention and Protection Service has delivered disposable gloves to those in charge of collecting and delivering mail. Please note that, as indicated by the Ministry of Health, respiratory protection equipment must be worn:

- If you have symptoms of respiratory diseases, such as cough and respiratory difficulties;
- If you are assisting persons with respiratory diseases symptoms;
- if you are a health care professional and are assisting people with a suspected or confirmed case of covid-19;
- if you are a cleaning operator of rooms where confirmed cases of COVID-19 have stayed before being hospitalized.

The use of facemasks and filters is not necessary for the general population in the absence of symptoms of respiratory diseases. People may instead use the “surgical” mask when presenting symptoms such as coughing or sneezing to prevent the spread of saliva droplets.

In any case, surgical masks will be distributed for each service; each manager will handle their distribution within the service. Their use is recommended if it is not possible to maintain a distance of at least one meter.

7. How to put on and take off the mask?

We would like to remind you of the rules for the use of the masks:

- before putting on the mask, wash your hands with soap and water or an alcoholic solution;
- cover your mouth and nose with the mask, making sure it is intact and adheres well to your face.
- avoid touching the mask while wearing it, if you touch it, wash your hands;
- when it gets wet, replace it with a new one and do not reuse it if it is a disposable mask;
- remove the mask from the elastic without touching the front of the mask; immediately throw it into a closed bag and wash your hands.

It is not useful to wear several masks one on top of the other. The rational use of masks is important to avoid unnecessary waste of valuable resources.

We would like to remind you of the importance of information, referring to the main institutional sources:

- Ministry of Health
- Italian National Institute of Health (ISS)
- National Institute for Insurance against Accidents at Work (INAIL)



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- World Health Organization(WHO)
- European Centre for Disease Prevention and Control (ECDC).

The updated list of the national regulations may be checked at the following link: <http://www.governo.it/it/coronavirus-normativa>

More useful links below:

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

<https://www.unibg.it/node/9119> <https://www.interno.gov.it/it>