

# CA' FOSCARI UNIVERSITY OF VENICE

## COVID-19 EMERGENCY

### DECLARATION TO BE ISSUED TO THE EMPLOYER UPON FIRST ENTRY TO THE UNIVERSITY PREMISES

Revision of 1 September 2020

*This declaration shall be updated in the event of new regulatory or University provisions.*

Stay at home if you have a temperature (over 37.5 °C) or other flu symptoms (cough and/or sore throat and/or cold) and call your GP and the health authority.

All access to University premises is forbidden for persons under quarantine measures.

Access by workers who have already tested positive for COVID-19 is strictly subject to providing the University physician of a medical certificate confirming a negative swab performed according to regulatory procedures and issued by the relevant local prevention department. The notification must be sent to the competent office (Attendance Sector for technical and admin staff; UPDOC Career Sector for teaching and research staff). For workers who have been affected by COVID-19 and for whom hospitalization was required, in addition to the presentation of a medical certificate confirming a negative swab test, the University physician shall also perform a medical examination prior to the return to work.

Prohibition of entry and occupation of all University facilities (with timely declaration to the competent Personnel Office as specified above) where, even after entry, conditions of risk exist (flu symptoms, high temperature, contact with persons infected with the virus in the preceding 14 days, etc.) and in all cases where the Authority regulations require the GP and the Health Authority to be informed and to remain at home.

Compliance with all the provisions of the Authorities and of the University Anti-contagion Protocol adopted with Rector's Decree no 440/2020 reg. no. 24453 of 12/05/2020, amended with Rector's Decree no 713/2020 reg. no. 39966 of 31/07/2020 and finally supplemented with Rector's Decree no 772 / 2020 reg. no. 45054 of 01/09/2020, which you declare to have read and understood in full (the protocol can be found on the following web page: [www.unive.it/personale-covid19](http://www.unive.it/personale-covid19) in the section "*Protocollo gestione rischio e indicazioni su rientro personale*" (Risk management protocol and instructions on staff return to work)).

Notify the personnel office (teacher and technical/administrative staff depending on their category; department managers for research fellows, PhD students, grant holders, etc.) and your superior immediately in the case of any flu symptoms that occur during work, taking care to stay at a safe distance from other people, to wear a surgical mask and to cooperate including for calling your GP. Remain in isolation in the areas indicated, do not go to other offices, do not go to Accident and Emergency but wait for instructions from your GP, the health authority and the persons assisting you.

Vulnerable persons can contact the University physician for information on the necessary measures and appropriate notices on the issue. The methods adopted must allow the University and the University physician to take all the necessary measures for their protection while respecting their privacy.

Pregnant workers must notify the relevant personnel office (for PTA and teachers) or Head of Department (for PhD students, research fellows, grant holders, etc.) of their condition, in order to take all the necessary measures for their protection while respecting their privacy.

Comply with the social distancing rule of at least one metre.

Follow the routes and directions displayed on dedicated signs for entering and exiting each building/campus and have your temperature taken with a thermal scanner and comply with other rules of conduct.

Avoid any form of gathering in any area of the University with particular reference to common areas, corridors, refreshment areas and even in outdoor spaces.

Breaks must be taken in shifts, adopting procedures that ensure gatherings are avoided.

In order to guarantee a suitable home-work route in optimum safety conditions, and staggered entry of people, greater flexibility of arrival time shall be permitted for the technical/administrative staff who are required to work in University premises, to be compatible with the activities to be delivered, which shall be communicated by HR.

Please do not use the elevator and move between floors using the stairs. Where use of the elevator is unavoidable, it must be used one person at a time.

Where possible, the rooms in which people work should be ventilated frequently.

Everyone is required to cooperate by disinfecting their workstations during the day (desk, telephone, keyboards, touch screens, mouse, etc.) using the equipment made available by the administration.

Wash your hands thoroughly and often using soap and hot water for at least 60 seconds, especially before and after breaks, when returning to your office, before eating and smoking, etc. Alternatively, use the hand sanitizer available at the entrance and in the various positions indicated in the buildings.

Do not touch your mouth, nose and eyes with your hands.

Cough and sneeze into a disposable tissue or into the crease of your elbow.

Masks, gloves, paper towels and other material that could be a source of infection must be disposed of in the non-recyclable waste bins that will be specially provided.

Organize your work in such a way as to limit as far as possible access by outsiders, which in any case must only involve one person at a time and be by appointment. Remind people from outside Ca' Foscari to use the bathrooms made available to them and duly indicated. Prioritise all forms of remote communication using all the technologies made available by the University.

Movement within and between buildings must be limited to the minimum necessary and in compliance with the University instructions.

Meetings in person are not permitted. Where meetings are urgent and absolutely necessary and remote connection is impossible, the participation must be reduced to a minimum and, in any case, in compliance with the rules on social distancing, the use of face masks and adequate cleaning/ventilation of the premises.

In full comprehension and acceptance.

Worker (Name and Surname) .....

Department.....

Date.....

Signature.....

## DECLARATION

I, \_\_\_\_\_

Born in \_\_\_\_\_ on \_\_\_\_\_

Employed at/in \_\_\_\_\_

Under my own responsibility and aware of the sanctions in the event of false declaration,

### HEREBY DECLARE

That I am aware of the daily obligation of a body temperature check and assessment of my overall health conditions before going to work at the university, and I undertake to respect this provision: my body temperature must be lower at 37.5 °C and my overall health conditions must be free from flu symptoms (cough and/or sore throat and/or cold).

### I ALSO DECLARE

That I am not subject to quarantine or isolation on trust.

That I have not been in contact with people who have tested positive to the virus, to the best of my knowledge, in the last 14 days and that I am not involved in other situations for which the Authorities require that I inform my GP and Health Authority and remain at home.

That I have read and understood the "COVID-19 Risk Management Protocol and Plan to Mitigate Transmission in the Workplace" adopted by the university with Rector's Decree no 440/2020 reg. no. 24453 of 12/05/2020, amended with Rector's Decree no 713/2020 reg. no. 39966 of 31/07/2020 and finally supplemented with Rector's Decree no 772 / 2020 reg. no. 45054 of 01/09/2020, which I declare to have read and understood in full (available on the following web page: [www.unive.it/personale-covid19](http://www.unive.it/personale-covid19) in the section "*Protocollo gestione rischio e indicazioni su rientro personale*" (Risk management protocol and instructions on staff return to work)) and that I undertake to comply fully with the provisions of this protocol.

### FINALLY, I DECLARE

That I am aware that workers who have already tested positive for COVID-19 may only access University premises after evaluation by

the University physician of a medical certificate confirming a negative swab issued according to the procedures established by the relevant local prevention department. The medical certificate must then be delivered/sent to the relevant Personnel Office (Attendance sector for technical and admin staff and Career sector for teaching and research staff; Heads of Department for PhD students, research fellows, grant holders, etc.).

That I am aware that workers who have tested positive for COVID-19 and for whom hospitalization was required, may only access the University premises following presentation of a medical certificate confirming a negative swab test according to the procedures indicated above, and subject to prior medical examination by the University physician before returning to work.

Furthermore, in the event of the occurrence of any symptoms of respiratory infection (cough and/or sore throat and/or cold) and/or high temperature (over 37.5 °C), I undertake and am under obligation to notify the relevant office IMMEDIATELY. Likewise, I undertake and am under obligation to notify the same office IMMEDIATELY of any changes to that declared above.

In faith

Date .....

Signature.....