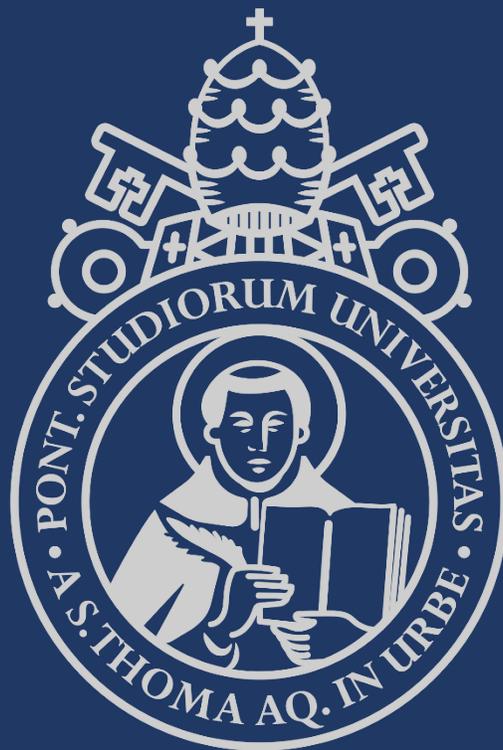

PONTIFICAL UNIVERSITY OF SAINT THOMAS

COVID 19 PROTOCOLS



2020-2021 ACADEMIC YEAR

Pontifical University of St. Thomas Aquinas

2020-2021 COVID-19 Protocols

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Letter to the Angelicum Community

Dear members of the Angelicum community,

A team of our staff has been working with a Security company to determine the best plan for reopening the University this fall, commencing on October 5th. Excellent work has been done to put into place protocols to ensure the safety of faculty, staff and students who will be returning to the University. I am happy to be able to share with you our plan, which is still evolving since regulations set forth by the government change regularly. You will be informed of any changes as they occur in order to be in compliance with updated regulations.

As we embark upon a new chapter of our University's history, we look at our response through the lens of our holy Catholic faith. We are all called to act with integrity, responsibility, compassion and generosity. Every day we will have to put aside some of our own self-interests for the good of others in our community. This at times will pose a challenge but is necessary for a successful year. With God's grace and our commitment to the common good of all of our Angelicum family, I know that we will be able to do this.

All of our decisions are based upon guidance provided by legislative decrees issued by the Italian government along with the assistance of the security company, SICURLAV 2015 SRLS. As the situation develops, we will continue to rely on the expertise of SICURLAV in the updating of our protocols to ensure the health and safety of all of our Angelicum family.

As faculty members, staff members, and administrators, we are committed to ensuring a healthy environment to all at the University and thank you in advance for adhering to the protocols that will be required.

This document is designed to address the situation we face as well as our mission. Though these protocols are being implemented, they are still evolving to reflect the most current decrees put forth by the government. Please visit the site and make sure you understand what is required of you while you are at the Angelicum. Please join me in praying for our Institution, that each and every one of us remains safe and healthy.

Cordially,

Fr. Michal Paluch, OP
Rector
Pontifical University of Saint Thomas Aquinas

PURPOSE

The purpose of this document is to explain the necessary precautions that must be taken to eliminate potential sources of risk and to promote and maintain working conditions such as to protect the safety and health of workers, students and all those who can access the facility. This will require mitigation measures including but not limited to physical distancing, possible student and employee screening, contact tracing, limited group sizes, masks, and strict cleaning regimens.

FIELD OF APPLICATION

This procedure is valid for all university workers and for all those (users/suppliers/ external companies) who can access the university. The security measures taken will remain in force until the state of emergency determined from the regulations set forth by the Italian government is maintained, and are subject to modification and implementation if necessary.

LEGISLATIVE REFERENCES

- Circular of the Ministry of Health 22 February 2020
- Legislative decree of 23 February 2020, no. 6
- Prime Ministerial Decree March / April 2020
- Legislative Decree no. 81 of 9 April 2008
- "Shared protocol for regulating measures to combat and contain the spread of the Covid-19 virus in the workplace" of 24 April 2020
- Consolidated text on workplace safety
- Urgent containment and management measures of the epidemiological emergency from COVID-19
- Circular of the Ministry of health COVID-2019, new indications
- Prime Ministerial Decree of May 17, 2020

RESPONSIBILITY

The University has the obligation to inform students and workers about the risks associated with carrying out their daily activities and disseminate any rules and behavioral measures in case of emergencies and possible events of risk. Therefore, our security company, SICURLAV, drafted a preliminary report and submitted it to the Administration for review and approval. The document you are now reading was drafted by Administration in conjunction with the original report and was submitted to the Rector for review and approval.

RISK ASSESSMENT

Since the information available on the biological agent treated in this document is constantly evolving and changing (which then changes the potential risk scenarios), the consideration of the measures necessary to carry out a risk classification of the activity carried out in our community was generated by following the risk assessment document provided by our security company. The assessment was determined using three variables:

- **Exposure:** the probability of coming into contact with sources of contagion in the course of specific work activities;
- **Proximity:** the intrinsic characteristics of carrying out the work that do not allow sufficient social distancing for part of the working time or for almost all;
- **Aggregation:** the type of work that involves contact with other subjects besides the workers.

Below the hypothetical standard scenarios provide a guide of various prevention and protection measures (relative to the matrix category we fall under “medium-low”) that may be implemented and specific safety operating procedures undertaken if such a scenario should arise.

SCENARIO 1 - LOW PROBABILITY OF SPREADING THE CONTAGION

In this scenario, hypothetically attributable to areas in which there are no known cases of disease contraction in the whole province. This scenario is considered "low" in the probability of spreading. In this case, the Employer would adopt the following prevention and protection measures:

- Information to all workers about the risk;
- Posting of information on the structure (to be updated when necessary);
- Posting of information on the informational webpage;
- Strict control over external access (to suppliers and / or contractors), in order to limit contact with our workers. They are provided with a mask for the protection of the respiratory tract, surgical type or FFP2 and FFP3;
- Immediate removal from work any worker showing symptoms attributable to those of the coronavirus and restricted from returning to work until a negative test result is submitted or complete recovery.

In addition, the measures of the scenario apply to the extent that, regardless of the geographical spread, other restrictive measures may be implemented if the University deems it necessary.

SCENARIO 2 - AVERAGE PROBABILITY OF DIFFUSION OF THE CONTAGION

In this scenario, hypothetically attributable to areas in which there are well-known cases of contraction of the disease in the province. This scenario is considered "average" in the

probability of spreading. In this case, the Employer might adopt the following prevention and protection measures:

- All measures indicated for Scenario 1;
- Provision of hand sanitizer dispenser dispensers at the entrances, (also valid for the entry of external users);
- A careful and timely evaluation of any further actions to be implemented for workers belonging to population groups sensitive to risk (workers over 60 years, workers with already known immunodeficiency);
- Increased cleaning and sanitizing activities in the workplace with surface disinfectants;
- Limitation of meeting activities to the bare minimum: giving priority to telework and virtual meeting activities.

Furthermore, the measures of the scenario apply to the extent that, regardless of the geographical spread, other restrictive measures may be implemented if the University deems it necessary.

SCENARIO 3 - HIGH PROBABILITY OF DIFFUSION OF THE INFECTION

In this scenario, hypothetically attributable to areas in which there are, in the neighboring cities, full-blown cases of contraction of the disease. This scenario is considered "high" in the probability of spreading. In this case, the Employer would adopt the following prevention and protection measures:

- All measures indicated for Scenario 2;
- Preparation of dedicated waste baskets for the collection of disposable facial tissues and other products used for the expulsion of biological liquids (mucus, saliva etc.), to be disposed of as biological waste;
- Supply of filtering face masks of category FFP2 or FFP3 to company staff;
- Provision of disposable overshoes to be used inside the work rooms. In addition, the measures of the following scenario apply to the extent that, regardless of the geographical spread, other restrictive measures may be implemented if the University deems it necessary.

SCENARIO 4 - VERY HIGH PROBABILITY OF DIFFUSION OF THE INFECTION

In this scenario, hypothetically attributable to areas in which, in the same city of the workplace, there are full-blown cases of contraction of the disease. This scenario is considered "very high" in the probability of spreading. In this case, the Employer would adopt the following prevention and protection measures:

- All the measures indicated for Scenario 3;

- Provision of masks as described in Scenario 3 for all workers;
- Evaluation of the possibility of suspension of the activity, within the limits of the law and without prejudice to the free entrepreneurial initiative in the private sector and the execution of essential and public utility services in the public and private sector.

TERMS AND DEFINITIONS

Suspected case

A person with acute respiratory infection (sudden onset of at least one of the following symptoms: fever, cough, dyspnea) who may or may not have requested hospitalization in the 14 days preceding the onset of symptoms, and has satisfied at least one of the following conditions:

- Travel history or residence in China or other areas affected by the virus;
- Close contact with a probable or confirmed case of SARS-CoV-2 infection;
- Worked or attended a healthcare facility where patients with SARS-CoV-2 infection were hospitalized.

Probable case

A suspected case whose test result for SARS-CoV-2 is doubtful or inconclusive using specific Real Time PCR protocols for SARS-CoV-2 at the identified Regional Reference Laboratories or is positive using a pan-coronavirus test.

Confirmed case

A case with a laboratory confirmation carried out at the reference laboratory of the Istituto Superiore di Sanità for SARS-CoV-2 infection, regardless of clinical signs and symptoms.

Close contact

- Healthcare professional or other person employed in the assistance of a suspected or confirmed case of COVID-19.
- Laboratory staff involved in the treatment of SARS-CoV-2 samples.
- Being in close contact (face to face) or in the same closed environment with a suspected or confirmed case of COVID-19.
- Living in the same house as a suspected or confirmed case of COVID-19.
- Having traveled by plane in the same row or in the two previous or subsequent rows of a suspected or confirmed case of COVID-19, traveling companions or care-givers, and crew members assigned to the section of the plane where the case index was seated (if the index case has a severe symptomatology or has moved within the aircraft indicating greater passenger exposure, consider all passengers seated in the same section of the

aircraft or throughout the aircraft as close contacts).

ORGANIZATIONAL MEASURES

GENERAL PREVENTION AND SAFETY MEASURES

The correct application of preventive measures, such as hand hygiene, respiratory hygiene and physical distancing, can significantly reduce the risk of infection. All staff and all visitors/suppliers/external companies must observe the following measures (communicated to all workers of the University through the delivery of informational sheets and through signs posted throughout the facility):

- Wash your hands frequently and thoroughly with soap and water or sanitizing gel.
- Avoid touching eyes, nose and mouth if you have not washed your hands.
- Cover your mouth and nose in the crease of your elbow or with paper tissues when you sneeze or cough.
- Pay attention to surface hygiene.
- Avoid close and prolonged contracts with people with flu symptoms.
- Maintain the physical distance of at least one meter distance from others.
- Obligation for staff to use the specific Personal Protective Equipment provided by the University (gloves, visor, etc according to work needs).
- Stay at home in the presence of fever (over 37.5 °C) or other flu symptoms and call your family doctor and health authority.
- Promptly declare whenever you fall under these categories: displaying symptoms of flu, temperature, origin from areas at risk or contact with people positive to the virus in the previous 14 days. If any of these occur you will be required to contact your family doctor and the appropriate health authority and remain at home.
- Promptly and responsibly inform the employer of the presence of any flu symptoms during the performance of the work responsibilities, taking care to remain at the mandated physical distance from the people present.
- Throw disposable masks and gloves into mixed waste containers.

GENERAL PROCEDURES

The University will establish cleaning, health screening, and building/activity specific procedures to adhere to the general guidance below. This includes:

- Maintaining records that include documentation of date, time, location, and procedures for restroom cleaning activities; training of employees; and sick leave policies.
- Ensure all employees and students are aware of their role in implementing relevant

procedures and protocols.

- Place posters educating employees, students, and visitors about how to protect themselves where they are most likely to be seen, including in restrooms and building entrances. Posters will be provided by SICURLAV and will be displayed on the premises.

HEALTH AND SAFETY

GENERAL GUIDELINES

- The University will provide employees and students with ready access to cleaning materials so that commonly used surfaces can be wiped down before each use by a different person.
- The University will ensure that employees, students, and visitors have ready access to soap and water and/or hand sanitizer at different hand washing stations.
- All employees should wash their hands often with soap and water for 20 seconds.
- Employees must always wash hands immediately after removing gloves and conducting cleaning procedures.
- If soap and water are unavailable and hands are not visibly dirty, a hand sanitizer that contains at least 70% ethanol may be used. If hands are visibly dirty, always wash hands with soap and water.
- Employees and students should maintain a physical distance of at least one meter from others.

SPECIFIC MEASURES

In our current phase, the risk of outbreaks in the workplace requires implementing a series of measures aimed at combating them. Therefore, all the measures already mentioned are in effect as well as body temperature scanning procedure on workers before accessing the workplace, according to the methods set out in this Protocol. If his/her temperature is higher than 37.5° C, access to the workplace will not be allowed. People in this condition:

- Will be temporarily isolated and provided with masks,
- Must leave the facility immediately and return home
- Will not be required to go to the emergency room and/or to the infirmaries, but may choose to do so.
- Must contact their doctor as soon as possible and follow his/her instructions
- Must quarantine for at least 14 days or provide documentation that they are no longer contagious.

In the event that a worker develops a fever and symptoms of respiratory infection such as coughing at the university, he must immediately:

- Declare it to Administration and be isolated, according to the provisions of the

Health Authority;

- The university immediately proceeds to notify the competent health authorities and the emergency numbers for COVID-19 provided by the Region or by the Ministry of Health.
- The university, also through the involvement of the doctor on record, collaborates with the Health Authorities for the definition of any "close contacts" of a person present in the structure who has been found to be positive with the COVID-19 buffer.

This procedure is designed to allow authorities to apply the necessary and appropriate quarantine measures. During the investigation period, the university will ask possible close contacts to leave the facility as a precaution, according to the indications of the Health Authority.

PERSONAL PROTECTIVE EQUIPMENT

- Normally, for all workers who share common spaces, the use of a mask is mandatory as also regulated by Legislative Decree no. 9 (art. 34) in combination with the DL n. 18 (art 16 c. 1).
- Given the obligation to maintain an interpersonal distance of at least one meter, the use of masks by employees during work activities will still be required.
- Personal masks may be worn whose type corresponds to the indications from the health authority.
- In offices where it is not possible to guarantee adequate interpersonal distancing, personal protective visors will be provided.
- Employees, students and visitors are required to wear face coverings.
- Masks are required unless an employee, student and/or visitor can easily, continuously, and measurably maintain at least one meter of distance from other employees and/or visitors for the duration of his or her work and/or time in a building.

ENTRY PROCEDURE

- The students and staff, as well as all visitors/suppliers/external companies before entering the facility, will be subjected to body temperature control*. If his/her temperature is higher than 37.5 ° C, access to the workplace will not be allowed. People in this condition will be required to follow the protocols listed under "Specific Measures".
- Students will be required to sign an attendance sheet in their classes and fill in the temperature that was recorded upon their entry into the University for purposes of contact tracing and to be in compliance with privacy regulations.
- Those who have had contact with subjects that have tested positive for COVID-19 or come from risk areas according to WHO indications are also prohibited from entering the university.

- The temperature screening will be conducted until 8:00 am by Mr. Vincenzo Tolli, after which the receptionists take over after that time. They will then be responsible for carrying out the temperature screening for all those who enter the university. All those responsible for checking body temperature will be equipped with a mask and gloves and will carry out this operation while keeping social distancing as much as is possible.
- As a further precautionary measure, all workers are advised to measure their body temperature at home before traveling to reach the University.
- To access entry into the University, a differentiated route has been developed in order to avoid clustering between entering and exiting. Coming from the outside, you will have to access the facility using the right staircase that leads to the entrance door, while the other staircase will be used for the exit. Signs will be posted indicating the flow of traffic. It is obligatory for everyone to follow these one-way paths.
- In the management of workers' entry and exit of the facility, staggered hours will be considered. Immediate Supervisors will discuss with staff the possibility of doing this.

* The real-time detection of body temperature constitutes a processing of personal data and, therefore, takes place in accordance with current privacy regulations. 1) The temperature is detected by recording the data with a temperature scanning device. Data will be taken if the temperature exceeds the accepted range of 37.5 C. Documentation would then be permitted in order to document the reasons that prevented access to company premises; 2) The interested party is informed about the processing of personal data. 3) In the event of temporary isolation due to exceeding the temperature threshold, methods are ensured that guarantee the person's privacy and dignity. These guarantees are also ensured in the event that the worker notifies Administration of having had contacts with subjects who have tested positive for COVID-19 and in the case of removal of the worker who during the work day develops fever and symptoms of respiratory infection.

COMMON AREAS

- For common spaces, including kitchens, refreshment points, changing rooms, and rest rooms:
 - Continuous ventilation will be maintained, to guarantee steady airflow.
 - Occupancy limits for that room will be listed at the entrance.
 - Physical distancing of one meter should always be maintained.
 - Movements within the area must be limited to the bare minimum.
- The use of the elevator is limited to one person at a time equipped with gloves and a mask with an obligation before and after use to wash hands or gloves with the sanitizing gel provided.
- The drinks and snacks dispenser will be sanitized frequently. It will also be mandatory to sanitize hands before and after each use.
- Face-to-face individual meetings are discouraged and remote connection preferred. If necessary, face-to-face meetings may take place with adequate distance and minimizing the number of participants.
- Access by external suppliers may take place according to the pre-determined protocols, routes and timelines; (See Visitors/External Workers Section).

PREVENTION AND PROTECTION

In line with the risk assessment and management processes governed by Legislative Decree 81/08 and subsequent amendments, general and specific measures are being adopted commensurate with the risk of exposure to SARS-CoV-2 in the workplace, favoring the following primary prevention measures.

SCREENING

- Before their first interaction with the Angelicum community each day, faculty members, staff members, and students will be screened for COVID-19 symptoms or for recent exposure to someone who has tested positive. A sign will be posted at the entrance indicating questions related to exposure. The sign will request members and students not to enter if they have had recent exposure to COVID-19 or if they are experiencing symptoms of COVID-19.
- Visitor checkpoint screening protocols will be established at the University entrance. Those experiencing symptoms or reporting contact with someone who has tested positive will be denied entry to the University.
- No visitors, guests, vendors/pharmaceutical representatives or other unannounced/unofficial persons will be permitted to the University without first following the screening protocols.
- Outside vendors will provide the University with their company protocols and a signed acknowledgment agreeing to the protocols specific to outside vendors.
- As mentioned previously, employees, students and visitors will undergo temperature screening. If the temperature of the subject is 37.5° C or higher, they will not be permitted access to the facility. They will also be required to follow the protocols listed above in “Specific Measures”.
- To help minimize the time for the screening process, students will be required to sign an attendance sheet in their classes and fill in the temperature that was recorded upon their entry into the University. This will also assist in contact tracing as well as maintain compliance with privacy regulations.

CONTACT TRACING/QUARANTINE/ISOLATION

- Once a confirmed COVID-19 case is identified and isolated, the University will identify and notify the individual’s close contacts. Close contacts, which will include classmates, will be advised to self-quarantine at home.
- To assist with contact tracing, professors are asked to use a seating chart for all in-person classes and to take attendance for each class. Students will be required to sign the attendance sheet and fill in their temperature that was taken at the entrance of the University. This may help reduce the number of individuals required to quarantine in the event that someone tests positive for COVID-19.

- When a student/employee tests positive for COVID-19, the student/employee is to remain at home to isolate for a minimum of at least 14 days or until they are without symptoms for at least 3 days.
- Faculty members, staff members or students who test positive will be instructed to isolate at home, except for those residing in the Convent. Residents of the Convent will follow their own established protocols as regards to quarantine and isolation.
- Any employee or student sent home may not return to the University until he or she provides competent evidence to the University demonstrating that:
 - After being sent home he or she tested negative for COVID-19; or
 - After being sent home he or she tested positive for COVID-19 but he or she has since met the minimum 14-day requirement for ending isolation (and showed no symptoms during that time); or
 - Provides a doctor's note stating he or she is not/no longer contagious.
- Any person experiencing symptoms of illness should not come to campus. Those who are at risk or immunocompromised will be encouraged to work or study remotely.

CONTACTS WITH SUSPECTED CASES

In the event that, during work, you come into contact with a subject who corresponds to the definition of a **suspected case**, (see Terms and Definitions) your supervisor will contact the health services indicating that there is a suspected case of coronavirus.

In the event of an outbreak of COVID-19 at the University, the community will immediately follow Scenario 4 (See Risk Assessment Section). Faculty and staff will self-quarantine at home and smart work will be activated. Only essential personnel authorized by the College will be permitted to move around campus.

In the event of an outbreak, the University will transition to remote learning, as was done in Spring 2020.

CLEANING AND/OR DISINFECTING PROTOCOLS

The University has established an extensive plan for cleaning/disinfecting University facilities.

SICURLAV will facilitate cleanings at least once daily for all areas of the University and twice daily for the restrooms.

LOYALTY will facilitate cleanings twice daily for the library.

- Classrooms and other common areas may need to be cleaned after each use. Cleaning agents will be provided for employees and students to disinfect areas they are using during their time on campus.

CLEANING AND SANITIZING

- Each individual is called to comply with the recommended prevention measures in order to limit the spread of the infection. These measures should be followed by all our Angelicum community members. Therefore, posters / signs / brochures advertising the above measures will be posted in several places of the university. The University will also provide suitable hand cleaning agents for frequent hand cleaning. Additionally, rooms, workstations and common areas will be daily cleaned and sanitized.
- The University ensures daily cleaning and periodic sanitization of the premises, environments, workstations, equipment, and common areas through the specialized company SICURLAV which operates within the university and the LOYALTY company which operates in the library. These companies will provide documented proof that they meet the requirements for sanitizing. Cleaning logs will be maintained by the cleaning companies and copies provided to Administration.
- In the event of the presence of a person with COVID-19 inside the premises, the room(s) is/are cleaned and sanitized according to the provisions of circular no. 5443 of 22 February 2020 of the Ministry of Health. The following is the protocol for such a case:
 - The area will be secured so as not to allow access into the space.
 - Some type of protective barrier will be installed at the door to the room to prevent entrance into the area.
 - Windows and/or exterior doors to the room will be opened if accessible from the exterior. The room will not be entered.
 - Ventilation systems within the room will be shut down prior to cleaning the room, to prevent possible contaminated air flow into other parts of the facility.
- Due to the possible survival of the virus in the environment for some time, the places and areas potentially contaminated by SARS-CoV-2 will be completely cleaned with soap and water as well as disinfectants before being used again.
- For decontamination, the use of 0.1% sodium hypochlorite after cleaning is recommended. For surfaces that can be damaged by sodium hypochlorite, 70% ethanol will be used after cleaning with a neutral detergent.
- During the cleaning of room(s) with chemicals, proper ventilation of the rooms will be maintained.
- Only cleaners trained specifically for COVID-19 cleaning will enter the space donning the appropriate PPE. (Respiratory filter FFP2 or FFP3, face protection, disposable gloves, disposable waterproof long-sleeved gown, and follow the measures indicated for the safe removal of PPE.)

- PPE will be removed and discarded in accordance with established norms and cleaning staff will wash hands immediately. Disposable PPE should be disposed of as potentially infected material.
 - All frequently touched surfaces, such as walls, door, light switches, door handles, sink handles, elevator buttons, keyboards, mice, window surfaces, toilet and sanitary surfaces should be cleaned with particular care.
 - Protective barrier will be removed, and space returned for use after the cleaning protocol is completed.
- The general cleaning approach for various areas is as follows:

- o Restrooms

Full Cleaning will be performed twice per day (in the morning and at midday).

- Date and time of restroom cleaning will be recorded on the back of restroom doors on a paper log.

- o Building entrances, lobbies, hallways, elevators, and stairwells.

Full Cleaning will be performed once per day (24-hr period). Hand sanitizer will be available at the building entrances, and other prominent stations.

- o Common areas.

Full Cleaning will be performed once per day (24-hr period). Additionally, disinfecting stations, consisting of hand sanitizer and disinfecting wipes or cleaning products, will be available for occupants to clean seating areas before/after use.

- o Library.

Full Cleaning will be performed twice per day (24-hr period). Disinfecting stations, consisting of hand sanitizer and disinfecting agents, will be located inside or adjacent to the classroom. Students will be instructed to wipe down their areas and touch points before and after use.

- o Classrooms.

Full Cleaning will be performed once per day (24-hr period). Disinfecting stations, consisting of hand sanitizer and disinfecting agents, will be located inside or adjacent to the classroom. Students and faculty will be instructed to wipe down their areas and touch points before and after class. There is adequate time between classes to allow for the effective kill time of the cleaning agents.

- o Staff and faculty offices and conference rooms.

Full Cleaning will be performed once per day (24-hr period). Disinfecting stations, consisting of hand sanitizer and disinfecting agents, will be located within the building. Faculty and staff will wipe down their offices following visitors and conference rooms after use.

o Entrances, lobbies, hallways, elevators, common lounges, and stairwells.

Full Cleaning will be performed once per day (24-hr period). Hand sanitizer will be available at the building entrances.

OTHER CONSIDERATIONS

- Periodic cleaning/replacement will be carried out on the filters of the HVAC systems present in the university, to guarantee the healthiness of the rooms. In addition:
 - Systems are monitored and adjusted as needed to maintain proper indoor air temperature and humidity to ensure human comfort, reduce potential for spread of airborne pathogens, and limit potential for mold growth in building structure and finishes.
 - Controls have been adjusted to maximize the amount of outside air being drawn in by the system and reduce the amount of air being recirculated within the building.

TEACHING AND LEARNING

- Faculty and staff, who have traveled outside of Italy or in COVID-19 affected areas within Italy, will be required to perform the 14-day quarantine before returning to work.
- Professors will be required to take attendance (in particular for those who are physically present) of each class, so as to facilitate contact tracing when needed. Professors will submit the attendance to presenze@pust.it through the use of Google sheets.
- Physical one-on-one meetings should be minimized and physical distancing maintained.
- Face-to-face examinations may take place in compliance with the safety measures indicated in this document. In particular, students who take the exam will have to wear a mask and gloves (or as an alternative to gloves, sanitize hands before and after entering the classroom).
- In anticipation of new legislative regulations that will authorize conferences and congresses, steps were taken to calculate the number of seats available in the appropriate classrooms based on the spacing measures currently in force. The following are the occupancy restrictions for the named areas:
 - Aula Magna: 298 seats (considering the use of alternate rows and alternate places);
 - Aula Minor: 98 seats (with the same consideration of spacing).
- For those present in these classrooms there will be an obligation to wear a mask and gloves (or as an alternative to gloves, sanitize hands before and after entering the

classroom).

- Classrooms will have a posted sign indicating the occupancy limit. Desks will be marked that should **not** be used. Only unmarked desks should be used by students/guests.
- Students will be asked to disinfect the desk before and after use.

MODES OF LEARNING

• Deans, working with faculty members, will determine the best way, in the interests of safety and pedagogy, to offer his or her classes, using one or more of these teaching methodologies for the first semester of the 2020-2021 academic year.

- In-person, (Presential) including accommodations for students studying remotely
 - Classes meet with students in-person with the option of students studying remotely for health reasons or because of distance.
 - Hybrid
 - Classes alternate between meeting online and in-person, with accommodations for students studying remotely. A system will be developed to determine which students will need to be present and at what alternating times they should be present. Presential preference may be given to new students.
 - Synchronous
 - Classes meet remotely as a group at regularly scheduled times.
 - Asynchronous
 - Students learn the same material as their classmates but independent of regularly scheduled class times.
- Students, for a just reason, may fill out a form for dispensation from presential classes and should submit it to the dean of the Faculty prior to the first week of classes. The student will be informed whether he/she will be granted the dispensation.
- Students will be provided information about the methodology to be used by their professor prior to the first week of classes.

CLASSES AND PRESENTIAL EXAMS

- Students will be required to disinfect hands prior to entering the classroom with the special sanitizing product present at the university entrance.
- Students are obliged to use the appropriate Personal Protective Equipment (masks and gloves or alternatively sanitize hands before and after entering the classroom).
- Students must avoid gatherings ensuring a safety distance of one meter between the people present.
- Desks may be used that are not marked. To ensure appropriate physical distancing desks marked with a “NO” sign must not be used.

- Students will be required to observe all the health and hygiene measures provided for prevention from Covid-19 including:
 - washing hands frequently and thoroughly with soap and water or gel sanitizing.
 - Avoiding touching eyes, nose and mouth if hands have not been washed.
 - Covering the mouth and nose with the crease of one's elbow or with paper tissues when sneezing or coughing.
 - Paying close attention to surface hygiene.
 - Throw away disposable masks and gloves into mixed waste containers.

LEARNING SPACES

LIBRARY

- The Reading Room will open to the Angelicum community beginning the 14th of September. (This date is subject to change if circumstances warrant it).
- The Library will reopen on October 1. (This date is subject to change if circumstances warrant it).
- Entrance to the library will be managed by staff based on reservations and available seats. During operating hours, the library may choose to lock the door if the occupancy limit of the library is reached.
- For all those who intend to access the library, it is mandatory to wear a mask and gloves and sanitize hands with the specific detergent medium present at the entrance.
- A "document delivery" service and the digital supply of articles or book chapters on request will be offered for university students.
- Books will be collected from students in cellophane envelopes and once returned they will be left in quarantine (with no use) for at least 10 days in special spaces in the library, with the reference of the delivery date for each of the texts.
- Any library materials that are touched by patrons in the Reading Room must be turned into the circulation, placed in cellophane bags and quarantined for 10 days.
- Library materials in "quarantine" will be itemized with the date received and the date to be returned into the collection.
- Available places will be reduced, 1 place for each table can be used alternately. There are 16 seats in the 4-seater tables and 16 in the 6-seater tables, plus the availability of a single table, for a total of 33 seats available. Signs will be posted and furniture for use will be marked to avoid confusion.
- Patrons of the library must maintain a distance of one meter when waiting on line to enter or to pick up/drop off books.
- Detergents will be made available for cleaning the surfaces of study areas and

workstations. Patrons of the library will be required to disinfect their work area before and after its use. Paper towels used for disinfecting should be thrown into mixed waste containers and patrons should immediately sanitize their hands after disinfecting. Signs will be posted indicating such.

- The Library will be closed from 12:30 to 13:15 so that the cleaning staff can sanitize common areas within the library, including seating areas, keyboards, mice, counters, handles, etc.
- As an added measure to prevent contagion, plexiglass barriers have been installed at the circulation counters.

ADVISING AND SUPPORT

To the extent possible, all student advising and support services – including those related to course scheduling, one-on-one academic mentoring, library support, and technical assistance – should be delivered remotely and synchronously. In those instances when face-to-face meetings are necessary, all recommended protocols with respect to social distancing and proper cleaning should be adhered to.

STUDENT LIFE

RULES AND COMPLIANCE

- All students will be required to sign a form acknowledging that they have read, understand and will comply with the expectations and potential sanctions of the protocols as delineated in this document. Failure to sign the form will not relieve any student of the responsibility of abiding by the protocols.
- In the interest of the health and safety of the Angelicum community, all students are expected to arrive and self-quarantine a minimum of 14 days prior to the start of in-person classes. The University will require documentation from the student's congregations or colleges to ensure that the appropriate quarantine time has been observed and from where they traveled prior to their arrival in Rome. (See letter requirement below).
- The administration will be in contact with the various seminary colleges, congregations and the Centro pro Unione to request a quarantine information letter stating the following:
 - The names of the students under their charge that will be attending classes in fall 2020.
 - That the student has performed the obligatory 14-day quarantine
 - That the student has remained in Rome throughout the summer and has not recently been exposed to COVID-19.
 - That the student is able to quarantine at their residence for the minimum 14-day period if deemed necessary.
- Students who are laity (but not associated with Centro Pro Unione) may submit a letter to Administration that states the above, making sure to include his/her address of

residence and if different, the address where he/she would be able to quarantine if the need arose.

- Students may not be permitted to begin classes without first submitting the above-mentioned letter.
- Colleges and Congregations will be required to submit a copy of their COVID-19 protocols to Administration by September 30.
- All students are asked to arrive at the Angelicum at least 15-30 minutes before the start time of their class to ensure time for temperature screening. This time may be changed if it is deemed necessary. Students would be alerted via email and the website would be updated if a change occurs.
- Signage will be posted on doors to common areas with the maximum number of persons allowed at one time.
- A distance of one meter will be required if waiting in line for purchases at our various vendors.
- Those who are coming to the University regularly (faculty/staff/students) are discouraged from engaging in personal travel that increases their exposure to COVID-19, both for their own safety and for the safety of others in the community.
- Those who are coming to the University regularly (faculty/staff/students) are asked to refrain from personal travel in areas where there are active cases of COVID-19.
- Those faculty/staff/students who travel/commute to the University are expected to observe appropriate safety and social distancing guidelines (wearing masks on public transportation, washing hands, etc.).
- Students will be able to continue their academic studies via remote learning if at any time they are required to quarantine or isolate. Students must submit a form of dispensation to the Dean of the Faculty to alert them of the required 14-day quarantine and therefore absence from the University.

STUDENT REGISTRATION AND PAYMENT PROCEDURES

- Before entering the office, students will be required to disinfect their hands with the appropriate sanitizing product present at the entrance of the University or at the beginning of the corridor.
- Obligatory use of the appropriate Personal Protective Equipment (masks and gloves or, as an alternative to gloves, sanitize hands before and after entering the classroom).
- Avoid gatherings ensuring social distancing of one meter between people present.

- In the offices, students may enter one at a time and, and only two may wait in the hall, while keeping the distance of one meter. Others will be able to wait in the Cloister keeping the distance mentioned.
- Chairs that are not available for use will have a sign indicating such. To ensure the appropriate interpersonal distancing these chairs may not be used.
- Students will be required to observe all the health and hygiene measures provided for prevention from Covid-19 (See “Presential Exams” for these measures).
- Students should avoid close and prolonged contact with people with flu symptoms.
- Students should throw away disposable masks and gloves into mixed waste containers.

ORIENTATION

- Orientation for new students will occur in person (to the extent possible), following the protocols included herein. Group meeting sizes must follow physical distancing protocols and occupancy limits.
- In order to follow distancing protocols and occupancy limits, the Aula Magna and Aula Minor will be used for Orientation. Students will be informed as to the location of their orientation by the dean.
- Regrettably, a tour of the library will not be permitted during the orientation process because of occupancy limits and physical distancing.
- The Dean may opt to perform the orientation process remotely, to accommodate any individuals who are unable to attend because of the mandatory 14-day quarantine period.
- Furniture configurations may be modified, and in some instances, pieces may be removed, to provide adequate social distancing and limit group sizes in accordance with governmental guidelines.
- Signage will be posted identifying occupancy limits in all common areas accounting one meter of social distancing.

BREAK

- In order to help alleviate long lines for the Bar and restrooms (and to assist in maintaining proper distancing) during the morning break, morning classes may have staggered start and end times in 5-minute intervals.
- Students will be notified if their class is affected by the staggered time frames.
- Start and end time of the break will vary according to the start and end time of the class.

- Students are expected to maintain the mandated interpersonal distancing of one meter while in the cortile or on lines for the Bar or the restrooms.
- Scheduling of classes (when possible) will be adjusted to accommodate the adjustment in the staggered break time.

FOOD ON CAMPUS

- The Bar will be open but will have certain restrictions as part of our efforts to control and mitigate coronavirus spread.
 - There will be a limit of one person at the counter at a time.
 - Patrons of the Bar must remain one meter apart from each individual waiting to be served.
 - Patrons are asked to keep the immediate area of the Bar clear and to maintain the appropriate one meter distance from others.
 - A sanitizing station will be located at the bar so that students can sanitize their hands.
- Staggered break times will be implemented in order to help alleviate long lines at the Bar.
- The access doors to the Bar will be designated as either an entry or an exit.
- The drinks and snacks dispenser will be sanitized frequently. It will also be mandatory to sanitize hands before and after each use.

WORKING ON CAMPUS

- Faculty and staff members are asked to review the information in this document and will be required to sign an acknowledgment that they understand and will comply with the protocols herein. Failure to sign the form will not relieve any employee of the responsibility of abiding by the protocols.
- Compliance with the University's COVID-19 health and safety guidelines should be the foremost consideration for those working on campus.
 - Everyone is responsible for the health and safety of our Angelicum Community. Therefore, faculty and staff, who have traveled outside of Italy or in COVID-19 affected areas within Italy, will be required to perform the 14-day quarantine before returning to work.
- Face masks are required for everyone who is at the University in any area where others are present.

- Persons at the University should take all possible steps to maintain one meter of distance from others at all times.
- The University will take extensive measures, through the configuration of classrooms and other spaces and through the implementation of new traffic patterns, among other steps, to help facilitate physical distancing. However, much of this responsibility will fall to individuals.
- University personnel are encouraged to use remote technology for meetings when possible/appropriate. This includes meetings with students, such as faculty office hours.
- Faculty and staff members are asked to wash their hands regularly, and to take reasonable steps to help keep workspaces clean and disinfected.
- All faculty and staff members must stay home from work, inform their supervisor, and contact their medical provider if they are experiencing symptoms of COVID-19, have tested positive for COVID-19, have been exposed to COVID-19 (as an identified contact), or otherwise are feeling sick.
- Access and exit from the workplace should not create gatherings, therefore the interpersonal distance of at least one meter must be observed and the one-way traffic patterns followed.
- When possible, staggered hours for entry and departure may be implemented.
- At the entrance of the university, a sanitizing gel dispenser will be placed with the obligation to wash hands or gloves for all those who enter the university.
- The university makes hand sanitizers available to its employees in all offices. In addition, sanitizing gel dispensers will also be installed in other areas of the structure (e.g. close to lifts, in front of classrooms and in corridors).
- The use of public water dispensers will be prohibited.
- Main doors inside the structure, when possible, should remain open to prevent contact with door handles.
- The university prepares the delivery of PPE (masks, gloves and visors) to the staff based on their working needs.
- Signage has been posted in the workplace with the obligation to be respected with regard to COVID 19 precautions.
- The smart working tool with remote work is used to carry out administrative and related work practices when deemed necessary.
- For external workers of the University see the External Workers section.

SOCIAL DISTANCING AND CAPACITY

- Employees and management will be required to wear masks at all times while working and interacting with others.
- Social distancing, PPE, and cleaning/disinfection have all been covered previously and will help to minimize the spread of COVID-19.
- Occupancy limits will be posted at entrances of rooms and must be maintained.

WORK SPACE MANAGEMENT

ORGANIZATION AND WORK HOURS

- **Smart Work:** Those who can work remotely to fulfill some or all of their work responsibilities may be able to do so. These arrangements, which should be approved by the immediate supervisor, can be made on a full or partial day/week schedule as appropriate.
- **Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments could schedule partial in-person staffing on alternating days, with some employees on site and some working remotely. These arrangements must be approved by their immediate supervisor.
- **Staggered Reporting/Departing:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by 15-, 30-, or 45-minute intervals may reduce traffic in common areas to meet social distancing requirements. Immediate Supervisors will discuss with employees the possibility of implementing this protocol.
- Supervisors will determine with employees the solution best suited to his/her department.

CLASSROOM AND OTHER SPACES

CLASS SIZES

- All persons should remain at least one meter apart at all times.
- New social distancing capacity limits have been determined for all classrooms and other learning spaces. Furniture will be marked for proper social distancing.
- Classrooms will have signs posted indicating the occupancy limit.
- Concurrent classes may be reduced and the amount of time between classes may be increased as needed to ensure appropriate transitions. Options to limit traffic and congestion include:
 - o Avoiding, to the extent possible, scheduling adjacent classrooms for entry or exit at the same time, i.e staggered start and end times (See “Break” Section);
 - o Adjusting the overall class schedule to allow for increased time between class sessions.

- Occupancy limits in restrooms will be reduced as needed, based on distancing guidelines; social distancing instructions will be posted on restroom entrances and stalls and individuals will be instructed to maintain social distancing in hallways while waiting to use restrooms.
- The University will provide specific guidance on use of elevators to adhere to social distancing guidelines, including encouragement for individuals to use the stairs whenever possible.
- Designate one meter social distancing areas for students/faculty in hallways for waiting to enter classrooms.

INFORMATION AND TRAINING

It is important that employees understand the protocols and expectations from the University. It is also necessary to keep employees updated with any changes that may be necessary due to new legislation. Employees will be provided with an electronic copy of these protocols and a signed acknowledgement is to be signed and submitted to one's supervisor. In order to communicate these protocols effectively a webpage has been created with all the information listed herein. Updates will be posted online as they become available and an email sent out directing employees to the webpage to review updates. These protocols and any subsequent updates will be based on recommendations or regulations proposed by several institutional resources as well as the Italian government. The main institutional reference sources consulted are:

- Ministry of Health
- Higher Institute of Health (ISS)
- National Institute for Insurance against Accidents at Work (INAIL)
- World Health Organization (WHO)
- European Center for Disease Prevention and Control (ECDC)

We realize that the perception of risk can create a feeling of insecurity in workers and students. Therefore, our risk assessment plan is designed to offer employees and students a comprehensive understanding of the protocols being implemented in order to provide a healthy and safe environment.

VISITORS

Measures to minimize University visits are essential to virus-control and mitigation during the fall semester. Anyone who does visit will be required to comply with all protocols, including the mandate to wear face masks and perform the obligatory screening.

- Failure to abide by these protocols may result in denial of access to the premises. Those already on campus who fail to abide by the protocols may be directed to leave.

- Any person experiencing one or more COVID-19 symptoms should not come to the University under any circumstances. Those experiencing symptoms or reporting contact with someone who has tested positive will be denied entry to the University.
- To assist with contact tracing and overall virus control, visitors should make appointments before visiting campus and to provide the name and contact information for the person with whom they will be meeting at the entry gate. They will be asked to adhere to the guidelines provided in the safety plan guide.
- To assist with contact tracing, visitors without appointments will be asked to sign in and provide contact information upon arrival.
- People who would otherwise visit the University – such as guest speakers in class settings – are asked to make contact by other means, using video conferencing or other technologies whenever possible.
- Visitors will be required to adhere to the physical distancing of one meter at all times while visiting the University.
- Visitors will be required to refrain from unnecessary movement within the University. They are to proceed to their area of appointment and refrain from interacting with others when it is not necessary to do so.
- Visitors should make every effort to avoid clustering in groups.

EXTERNAL WORKERS

ACCESS PROCEDURES

- Outside workers will receive a COVID-19 safety plan from the University before the start of the fall semester. Their respective companies will be asked to provide the University with their company's COVID protocols. They will also be asked to adhere to the guidelines provided in the safety plan. Outside agents that fail to provide a copy of their protocols or adhere to the safety plan directives may be prevented from entering the University.
- Outside companies will be asked to sign an acknowledgment that they guarantee compliance with the measures herein. Failure to do so may result in dismissal from the property or denial of access to the University.
- The drivers of external companies, if possible, should remain outside (preferably and if possible, within the vehicle of transport); access to the offices or places where their activities are not carried out is not allowed. For necessary loading and unloading activities, the transporter must comply with a strict distance of one meter.
- It is absolutely forbidden for suppliers/transporters and/or other external staff to use the restrooms of the employees.

- Fixed companies (i.e., contractors) operating within the facility may use designated private bathrooms.
- Companies operating within the university must have Covid-19 safety protocols (the university will make a specific request of this to our outside vendors.) Failure to supply the University with their company's protocols may result in a denial of access to the premises. A list of external companies with authorized access will be given to the concierge.
- The workers of all companies operating within the university (cleaning, kitchen, electricians, plumbers, construction company etc.) must undergo a measurement of body temperature before entry (if the same companies have already carried out this check, the worker may present a specific measurement register card to the concierge staff for verification). Anyone whose temperature is above 37.5°C will not be granted access and protocols (see "Specific Measures") will be followed. The concierge will communicate the dismissal of the external worker to administration.
- When entering the university, there is an obligation to avoid interpersonal contacts and situations of close proximity to other workers. Therefore, external workers must avoid any internal movement that is not necessary for the purposes of carrying out their work (the university will communicate this to all external companies).
- The kitchen suppliers must limit access to the premises and make deliveries only after washing their hands or gloves with the appropriate sanitizing gel and wearing a mask.
- Even for refreshment and sanitation, these companies must remain in their areas of competence and must avoid accessing other areas of the university.
- The access of suppliers and external visitors is contingent and managed by the concierge staff as described in the previous paragraphs.
- Employees may recommend, when necessary, suppliers and external visitors to avoid clustering in groups.

ACTIVITIES AND EVENTS

In the interest of preserving opportunities for members of the community to safely collaborate and celebrate, the Angelicum has undertaken to limit public events whenever possible.

- All events will require prior approval, by the Rector or other responsible entity in conjunction with the Rector.
- The first consideration for event planners should be the current government guidelines governing in-person gatherings.
- Any approved events will require electronic attendee check-in for contact tracing purposes.

- Events will require a pre-registration whenever possible/appropriate.
- Appropriate COVID-19 screening will occur, as needed, prior to event entry.
- Event hosts must review the following aspects of every event for compliance with COVID-19 guidelines:
 - Logistics, i.e. physical distancing requirements
 - Catering/food
 - Necessary event staffing
 - Record-keeping for contact tracing and legal considerations
 - Audio/visual and/or remote technology platform needs
 - Restrictions related to outside speakers/performers
 - Restrictions related to outside vendors
- Virtual gatherings will be strongly encouraged; event organizers are asked to take all possible steps to minimize in-person contact through events and activities.

SACRAMENTAL EVENTS

- Those planning Masses and other sacramental events should follow the Vicariate of Rome guidelines, especially as they relate to physical distancing, e.g. marked seating and/or blocked pews to create space between worshipers.
- The celebration of Mass should comply with the following security measures:
 - A poster indicating the maximum occupancy will be posted outside the church door.
 - In the inflow and outflow, the distance between the faithful must be one meter.
 - Mandatory access with masks.
 - Those with a body temperature of 37.5 ° C or higher will not be allowed to enter.
 - Minimize the presence of concelebrants and ministers.
 - Sanitize the liturgical halls and sacristy at the end of the celebration.
 - The presence of an organist may be provided, but not the choir.
 - Booklets for songs and other paper aids must also be omitted.
 - An offering will not be collected during the celebration, but deposited by the faithful in special containers placed at the entrances or in another place deemed suitable.
 - The sign of peace will not be exchanged.
 - Communicants will receive the Blessed Sacrament in their hand and not on the tongue.

- To distribute communion the celebrant, or the extraordinary minister of the Eucharist, must sanitize his/her hands and wear a mask, taking care not to come into contact with the hands of the faithful.
- Wherever possible, entrance and exit doors will remain open, so that the faithful do not have to touch the handles.
- If the Sacrament of Reconciliation is offered spaces will be configured to allow for the appropriate physical distancing and plans for sanitization.
- Reconciliation should take place in large and airy spaces that allow compliance with the measures of distancing and confidentiality required by the sacrament.

PROCESSES

CONTACTS WITH SUSPECTED CASES

In the event that, during work or class, you come into contact with a subject who responds to the definition of a suspected case, alert the University and we will contact the appropriate health authorities, indicating that there is a suspected case of coronavirus. Protocols may be followed as listed in the “Specific Measures” section above.

MANAGEMENT OF A SYMPTOMATIC PERSON

In the event that a person present in the University develops fever and symptoms of respiratory infection such as cough, he must immediately report it to Administration, and isolation is carried out according to the provisions of the health authority and those indicated in this protocol (see “Specific Measures” for details); the University immediately notifies the competent health authorities and the emergency numbers for COVID-19 provided by the Region or the Ministry of Health.

During the investigation period that follows, the university may ask any possible close contacts to leave the establishment as a precaution, according to the indications of the Health Authority.

Once a sick employee or student and any others with possible exposure have left the impacted area(s), the area(s) will be closed off for heightened cleaning and disinfection in accordance with these protocols and guidelines.

Once a confirmed COVID-19 case is identified and isolated, the University will identify and notify the individual’s close contacts. Close contacts will then be advised to self-quarantine at home for at least 14 days. Close contacts of confirmed COVID-19 cases must avoid in-person interactions with the Angelicum community as part of their self-quarantine. If a close contact tests positive for SARS-CoV-2, this individual is then considered a confirmed COVID-19 case, and they will follow the isolation procedures outlined above.

Once a suspected case is identified, the University will identify and notify the individual’s close contacts. Best practices for controlling communicable diseases dictates that close

contacts of suspected cases must self-quarantine. If a close contact tests positive for SARS-CoV-2, this individual is then considered a confirmed COVID-19 case, and they will follow the isolation procedures outlined above.

SUPPLIES NEEDED FOR REOPENING

- The University may provide the following supplies (this list is subject to change):
 - o Face masks
 - o Disinfectant solutions or
 - o Other general cleaning supplies (spray bottles, bleach, surface cleaners, etc.)
 - o Materials for handwashing stations (soap and water) and/or hand sanitizer bottles
 - o Disinfectant wipe stations near communal objects
 - o Signage on capacity limits (external to building)
 - o Individually distributed cleaning supplies for employees to encourage cleaning of personal workspaces (cleaning of desks, cubicles, workstations, check-out areas, cash registers, etc.)
 - o Plastic, plexi-glass, or other physical barriers between customers and employees where appropriate and feasible

COMMUNICATION PLAN

- o Developing and disseminating flyers
- o Posting information and FAQs to the website
- o Sharing information on social media
- o Developing and sharing screening tools and signage
- o Translation of information in both Italian and English
- o Continue to message the importance of faculty, staff, and students staying home if they are sick

COMMUNICATION OBJECTIVE

- o Keep internal and external audiences informed of plans for the fall semester and beyond
- o Disseminate accurate, reliable information to help mitigate fear and stigma
- o Communicate accurate, reliable information members of the community can use to keep themselves safe from COVID-19 and other infectious diseases
- o Provide a forum for University leadership to regularly inform constituents of priorities and

progress

o Keep constituents engaged in the discussion so they will be accessible when specific engagement or input is needed

Internal Audiences

- Faculty and staff
- All Current students
- Other Dominican religious on campus
- Board of Directors
- Councils

External Audiences

- Community partners (e.g. internal and external vendors)
- Seminary Colleges who have students matriculating at the Angelicum
- Congregations who have students matriculating at the Angelicum
- Centro Pro Unione
- Government officials
- Visitors and guests
- Media

MESSAGING PRIORITIES AND SUBJECTS

- Student Life (students, staff)
- Workplace (faculty, staff)
- Health and Wellness (faculty, staff, students)
 - o Virus Control: Screening Testing, Contact Tracing, etc.
 - o Awareness regarding roles in implementing relevant procedures and protocols
- Space and Occupancy (faculty, staff, students)
- Business and Finance (faculty, staff, students)

COMMUNICATION CHANNELS

- Email messages
 - o To faculty and staff, with direction to intranet and/or public-facing resources (Regular updates with summaries and links)

- o To external audiences, with direction to public-facing resources (Single-message emails and/or news roundup-type summaries)
- Web page updates (in collaboration with web editors)
 - o COVID-19 response page
- Social media channels (Faculty, staff and students)
 - o Facebook

HEALTH AUTHORITY INFORMATION

The Ministry of Health has created a dedicated website: www.salute.gov.it/nuovocoronavirus and the public utility number 1500 has been implemented, to provide updated information pertaining to the current status of COVID-19 in Italy. Please refer to these two sources for the most current legislative information.

Furthermore, the GREEN NUMBER OF THE LAZIO REGION 800118800 has also been implemented as a source for reporting and updated information.

This is not an exhaustive list of all the measures undertaken by the University but is intended to be a starting point to develop the unique plan necessary for our institution. If there are other areas of concern or other guidelines that we implement based on shared best practices, we will update our protocols and inform you of such through the various tools listed in the communications channels above.

STUDENT ACKNOWLEDGMENT FORM



Student acknowledgment of COVID-19 Protocols for the Pontifical University of Saint Thomas Aquinas

Please print.

I, _____, acknowledge that I
Print Full Name here

have read and understand the protocols set forth by the Pontifical University of Saint Thomas Aquinas. I further assert that I will comply with the protocols herein and updates as they are made available.

SIGNATURE: _____

Full Name _____

Address _____

Cell phone no. _____

Email address _____

Affiliated Congregation or College (If applicable)

EMPLOYEE ACKNOWLEDGMENT FORM



Employee acknowledgment of
 COVID-19 Protocols for the
 Pontifical University of Saint
 Thomas Aquinas

Please print.

I, _____, acknowledge that I

Print Full Employee Name here

have read and understand the protocols set forth by the Pontifical University of Saint

Thomas Aquinas. I further acknowledge that I will comply with the protocols herein and

any updates as they become available.

SIGNATURE: _____

Full Name _____

Address _____

Cell phone no. _____

Email address _____

EXTERNAL COMPANY ACKNOWLEDGMENT FORM



External Company
acknowledgment of COVID-19
Protocols for the Pontifical
University of Saint Thomas
Aquinas

Please print.

I, _____, the

Print Full Name of External Company officer

_____ of _____

Title of External Company Officer

Name of External Company

acknowledge that I have read and understand the protocols set forth by the Pontifical

University of Saint Thomas Aquinas. I further acknowledge that I will communicate

these protocols to the workers that serve the Pontifical University of St. Thomas Aquinas

and ensure that they comply with the protocols herein and any updates as they become

available. I also certify that a copy of our company protocols has been provided to the

Pontifical University of St. Thomas Aquinas administration office with this form.

(Please attach a copy of your Company protocols to this form).

Full Name _____

Address _____

Cell phone no. _____

Email address _____

SIGNATURE: _____



EXTERNAL WORKERS SAFETY PLAN

(to be communicated to External workers by their employers)

Revised 8-2020

- The drivers of external companies, if possible, should remain outside (preferably and if possible, within the vehicle of transport); access to the offices or places where their activities are not carried out is not allowed. For necessary loading and unloading activities, the transporter must comply with a strict distance of one meter.
- All those who enter the university must sanitize their hands with the specific detergent medium present at the entrance, use the appropriate Personal Protective Equipment (that is, mask and gloves) and observe all sanitation for the prevention of contagion from COVID-19.
- It is absolutely forbidden for suppliers/transporters and/or other external staff to use the restrooms of the employees.
- Fixed companies operating within the facility may use designated private bathrooms.
- The workers of all companies operating within the university (cleaning, kitchen, electricians, plumbers, construction company etc.) must undergo a measurement of body temperature before entry (if the same companies have already carried out this check, the worker may present a specific measurement register card to the concierge staff for verification).
- When entering the university, there is an obligation to avoid interpersonal contacts and situations of close proximity with other workers. Therefore, they must avoid any internal movement that is not necessary for the purposes of carrying out their work.
- The kitchen suppliers must limit access to the premises and make deliveries only after washing their hands or gloves with the appropriate sanitizing gel and wearing a mask.
- Even for refreshment and sanitation, these companies must remain in their areas of competence and must avoid accessing other areas of the university.
- The access of suppliers and external visitors is contingent upon the screening process conducted at the entrance of the University.
- External workers should make every effort to avoid clustering in groups.
- Your employer has been given a copy of this safety plan and has agreed to its requirements on your behalf. Failure to comply with these protocols and any of its communicated changes may result in denial of access to the facility.



VISITORS SAFETY PLAN

Revised 8-2020

- Visitors to the Angelicum will be required to comply with all protocols, including the mandate to wear face masks and perform the obligatory screening, including but not limited to temperature screening.
- Failure to abide by these protocols may result in denial of access to the premises. Those already on campus who fail to abide by the protocols may be asked to leave.
- Those experiencing symptoms or reporting contact with someone who has tested positive will be denied entry to the University.
- To assist with contact tracing and overall virus control, visitors should make appointments before visiting campus and to provide the name and contact information for the person with whom they will be meeting at the entrance. They will be asked to adhere to the guidelines provided in this safety plan.
- To assist with contact tracing, visitors without appointments will be asked to sign in and provide contact information upon arrival.
- Visitors will be required to adhere to the physical distancing of one meter at all times while visiting the University.
- Visitors will be required to refrain from unnecessary movement within the University. They are to proceed to their area of appointment and refrain from interacting with others when it is not necessary to do so.
- Visitors should make every effort to avoid clustering in groups.



STUDENT REGISTRATION AND PAYMENT PROCEDURES

Revised 8-2020

(Phase 3)

- Before entering the office, disinfect your hands with the appropriate sanitizing product present at the entrance of the University and at the beginning of the corridor.
- Obligatory use of the appropriate Personal Protective Equipment (masks and gloves or, as an alternative to gloves, sanitize hands before and after entering the classroom).
- Avoid gatherings ensuring social distancing of ONE meter between people present.
- In the OFFICES you can enter ONE AT A TIME and TWO may wait in the hall, while keeping the distance of ONE METER. Others will be able to wait in the Cloister keeping the distance mentioned.
- Chairs that are not available for use will be marked with a “NO” sign. To ensure the appropriate interpersonal distancing these chairs may not be used.
- Observe all the health and hygiene measures provided for prevention from Covid-19:
 - wash your hands frequently and thoroughly with soap and water or gel sanitizing.
 - Avoid touching eyes, nose and mouth if you have not washed your hands.
 - Cover the mouth and nose into the crook of your elbow or with paper tissues when you sneeze or cough.
 - Pay attention to surface hygiene.
- Avoid close and prolonged contact with people with flu symptoms.
- Throw away disposable masks and gloves into mixed waste containers.



PROCEDURES IN THE CLASSROOMS FOR PRESENTIAL EXAMS AND CLASSES

Revised 8-2020

(Phase 3)

- Before entering the classroom, disinfect your hands with the special sanitizing product present at the university entrance.
- It is obligatory to use the appropriate Personal Protective Equipment (masks and gloves or alternatively sanitize hands before and after entering the classroom).
- Avoid gatherings ensuring a safety distance of 1 meter between the people present.
- **In the classrooms sit in the unmarked chairs.** To ensure the appropriate interpersonal distancing the marked chairs may not be used.
- Observe all health and hygiene measures provided for Covid-19 prevention:
 - Wash your hands frequently and thoroughly with soap and water or sanitizing gel.
 - Avoid touching eyes, nose and mouth if you have not washed your hands.
 - Cover the mouth and nose with the crease of your elbow or with paper tissues when you sneeze or cough.
 - Pay close attention to surface hygiene.
- Avoid close and prolonged contracts with people with flu symptoms.
- **Throw away disposable masks and gloves into mixed waste containers.**



PROTOCOL FOR EMPLOYEES

Revised 8-2020

(Phase 3)

All staff must observe the following measures:

- Wash your hands frequently and thoroughly with soap and water.
- Avoid touching eyes, nose and mouth if you have not washed your hands.
- Cover your mouth and nose into the crook of your elbow or with tissues when you sneeze or cough.
- Pay attention to surface hygiene.
- Avoid close and prolonged contact with people with flu symptoms.
- Respect the social distance of at least 1 m and avoid close contacts, handshakes and hugs.
- It is obligatory for staff to use the specific Personal Protective Devices provided by the University (mask, gloves and visor according to working needs).
- Stay at your home in the presence of fever (over 37.5 °) or other flu symptoms and call your family doctor and health authority.
- Declare promptly where, even after joining the company, the dangerous conditions exist (symptoms of flu, temperature, origin from areas at risk or contact with people positive to the virus in the previous 14 days, etc.) for which the Authority measures require the family doctor and the health authority to be informed and to remain at home.
- Promptly and responsibly inform the employer of the presence of any flu symptom during the performance of the work performance, taking care to remain at least 1 meter from the people present.

ENTRY PROCEDURES AND PRECAUTIONS

Entry into the University is forbidden to those who, in the last 14 days, have had contact with subjects testing positive for COVID-19 or come from areas at risk.

- The staff, as well as all visitors / suppliers / external companies before entering the workplace, will be subjected to body temperature control *. If this temperature is higher than 37.5 °, access to the workplace will not be allowed. People in this condition:
 - Will be temporarily isolated in a reserved room and provided with masks,
 - Will not have to go to the emergency room, but must contact their doctor as soon as possible and follow his instructions.
 - As a further precautionary measure, all workers are advised to measure their body temperature even at home before traveling to reach their workplace.
- The body temperature measurement at the university entrance will be carried out by staff. All staff responsible for checking body temperature will be equipped with a mask and gloves.

- Before entering the facility, it will be necessary to disinfect your hands with the special sanitizing products present at the entrance.
- To access, a differentiated route has been provided in order to avoid gatherings between entries and exits. Coming from the outside, you must access using the right staircase that leads to the entrance door, while the other staircase will be used for the exit. The obligation for everyone is to follow these one-way paths. Signs will be posted indicating the entry and exit procedures and the flow of traffic that should be followed.
- Normally, for all workers who share common areas, the use of a mask is required.
- In every internal and external spaces of the university it is mandatory to keep the distance of at least 1 meter from other people.
- Only one person may use the lift at a time. They must wear gloves and a mask with an obligation before and after use to wash hands or gloves with the appropriate sanitizing gel provided.
- Meeting activities should be kept to a minimum.
- Access to the offices must be restricted, allowing only one person to access at a time. Employees must invite, even with verbal warnings, users and external visitors not to form gatherings and must guarantee compliance with the measures planned to avoid this.

Access to common areas, including offices, bathrooms, canteens, elevators etc. is limited. Workers should at all times maintain the safety distance of 1 meter between people present and / or in line.

- Throw disposable masks and gloves into mixed waste containers.

* The real-time detection of body temperature constitutes a processing of personal data and, therefore, takes place in accordance with current privacy regulations. 1) The temperature is detected by recording the data with a temperature scanning device. Data will be taken if the temperature exceeds the accepted range of 37.5 C. Documentation would then be permitted in order to document the reasons that prevented access to company premises; 2) The interested party is informed about the processing of personal data. 3) In the event of temporary isolation due to exceeding the temperature threshold, methods are ensured that guarantee the person's privacy and dignity. These guarantees are also ensured in the event that the worker notifies Administration of having had contacts with subjects who have tested positive for COVID-19 and in the case of removal of the worker who during the work day develops fever and symptoms of respiratory infection.



REOPENING PROTOCOLS FOR THE LIBRARY

Revised 8-2020

(Phase 3)

- The reading room will open to the Angelicum community starting September 14th. (This date is subject to change if circumstances warrant it.)
- The Library will reopen on October 1st. (This date is subject to change if circumstances warrant it.)
- Entrance to the library will be managed by staff based on reservations and available places. During opening hours, the library can choose to lock the door if the library occupancy limit is reached.
- For all those wishing to access the library, it is mandatory to wear a mask and gloves and disinfect the hands with the specific detergent present at the entrance.
- A "document delivery" service and the digital supply of articles or book chapters on request will be offered to university students.
- The books will be collected by students in cellophane envelopes and once returned they will be left in quarantine (without use) for at least 10 days in special spaces in the library, with the reference of the delivery date for each of the texts.
- Any material from the library that is touched by users in the Reading Room must be transformed into circulation, placed in cellophane bags and quarantined for 10 days.
- The "quarantined" library materials will be detailed with the date received and the date to be returned in the collection.
- Available places will be reduced, 1 place for each table can be used alternately. There are 16 seats in the 4-seater tables and 16 in the 6-seater tables, in addition to the availability of a single table, for a total of 33 seats available. Signs will be posted and furniture for use will be marked to avoid confusion.
- Library users must maintain a distance of 1 meter when waiting in line to enter or collect / download books.
- Detergents will be made available for cleaning the surfaces of study areas and workstations. Library users will need to disinfect their workspace before and after using it. Paper towels used for disinfection should be thrown into mixed waste containers and users should immediately disinfect their hands after disinfection. The signs will be published indicating this.
- The library will be closed from 12:30 to 13:15 so that cleaning staff can disinfect common areas within the library, including seats, keyboards, mice, counters, handles, etc.