

LI  UC  
together but safe.

# BACK TO LIUC

## GUIDELINES FOR RETURNING SAFELY

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## GUIDELINES

Returning to study at the University in total safety, LIUC – Università Cattaneo would like to share with all students some guidelines drawn up; starting with the shared protocol for the regulation of measures for combating and containing the spread of the Covid-19 virus within the environment of the University.

In this difficult period, it is important we all adhere to a few simple rules. Our daily actions can make a difference.



**Stay at home** if you have symptoms similar to the flu



**Always wear a mask** in the classrooms and common areas



**Take your temperature** at the entrance points to the University



**Wash your hands** with soap and water, or alcohol-based gel



**Always register** your presence in the class via the LIUC app



**Avoid touching** your eyes, nose and mouth with your hands



**Sanitize all objects** and all common surfaces



**Cover your nose and mouth** when you sneeze or cough



**Avoid shaking hands** and giving hugs



**Avoid close contact** maintaining a distance of a least one metre



**Always avoid** assembling at entrance points



**Follow the directions** displayed

## ENTRANCE TO THE UNIVERSITY

It is not possible to enter the University in the following cases:

- you have or have had symptoms of acute respiratory infections (a fever equal to or greater than 37.5°C, cough, cold) in the past 14 days;
- you have come into contact with other persons who tested positive for COVID 19 in the last 14 days;

If you find yourself in one of the above conditions, you will have to stay at home.

Access to each building can only be done by wearing a **mask** (preferring those similar to class. 1 surgical masks) and by using only the **door** identified by the inscription “**Entrance**” (“Entrata”), always respecting the **interpersonal distance of at least one metre**.

Before entering, your **body temperature** will be measured by means of a thermal imager or thermo-scanner positioned at the entrance points indicated below and in the plan.

If your temperature is below 37.5°C, you can access all areas of the University. If, on the other hand, a temperature higher than 37.5°C is detected - even after subsequent detection attempts - access will be prohibited.

Before entering the shared areas, it is recommended that you **sanitize your hands** using sanitizing gel or washing your hands with soap and water.

## ENTRANCE AND TEMPERATURE MEASURING POINTS



**Classrooms:** Piazza Soldini, 5 - “Cantoni” building



**Offices, library and study rooms:** Corso Matteotti, 22 - “M2 Tower” building entrance

## BEHAVIOUR TO ADOPT IN THE CLASSROOMS AND COMMON SPACES

- It is mandatory you wear a mask (preferring those similar to class.1 surgical masks) in all areas of the University.
- Frequently sanitize your hands (gel is available in the classrooms and common areas).
- As an alternative to a mask, teachers can use a transparent visor. In addition, to encourage students to comply with the prescribed rules, teachers must always be the last to leave the classroom.
- Surgical masks and sanitizing wipes can be purchased from automatic dispensers at the Cantoni Building and the Gelsi study rooms.
- Register your presence once you arrive at class using the QR Code present inside the classroom. To do this, you need to download/update the LIUC app. In case of device “malfunction”, contact the teacher to register your attendance.
- To enter the classrooms you must only use the door with the inscription “Enter” and to exit the door with the inscription “Exit”.
- Both in the classrooms and in the study rooms the seats that may be occupied are indicated to ensure compliance with the interpersonal safety distance of at least one metre.
- The seats must be filled starting from the rows furthest from the entrance.
- At the end of the lessons, it is recommended you leave the classrooms in an orderly manner, starting from the rows closest to the exit door
- The delivery or collection of teaching material or other paper material must be done by the teacher and/or tutor wearing protective gloves, made available in the classroom.
- Do not exchange personal items (pencils, pens, notebooks, etc.)
- Always keep the same seat during your stay in the classrooms.



### Study rooms, library, offices and hygienic services

Maintain a social distance of at least 1 metre, wear a mask, and avoid assembling with others in groups.



### Disposal of gloves and masks

Gloves and masks must be disposed of in the appropriate containers strategically located around the University.

### Elevators

It is possible to use the elevators only if strictly necessary and always one person at a time.

## ADVICE AND TIPS

Some simple habits will allow you to monitor your state of health and to intervene promptly if you need help and assistance:

- measure your temperature before leaving home and in the evening when you return
- always have your doctor's phone number and health card ready to hand
- consult the website page [info.liuc.it/safe](http://info.liuc.it/safe) to stay up to date on safety regulations or contact us at 0331 572.111 or write to a [covid19@liuc.it](mailto:covid19@liuc.it)

## EMERGENCY MANAGEMENT

If you show symptoms attributable to Covid-19 while at the University (fever, cough, sore throat, soreness, etc.) call the emergency number 0331 572.333.

You will be immediately equipped with a surgical mask (if you do not already have one) and adequately isolated in the infirmary. You must then return home and contact your GP as soon as possible. The areas within the University you have frequented will be promptly sanitized.

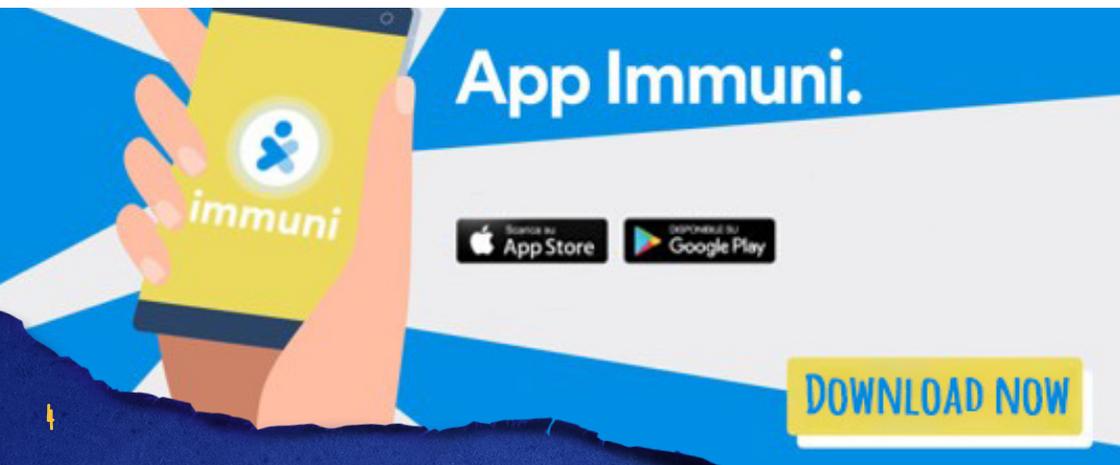
## COUNSELLING SERVICE

LIUC has a structured psychological counselling service located within the Inclusion Area, conducted by a clinical psychologist and an organization specialized in cognitive-constructivist psychotherapy.

The service is available to all students who request it as instructed on the relevant page of the LIUC website under "Services and Projects". In particular, for the management of related Covid-19 aspects, psychological support for students includes:

- comparison, processing and management of subjective experiences with possible reformulation of more functional representations and strategies regarding the situation;
- promotion of effective adaptation processes by the student with respect to the reorganization of activities, university relationships and teaching methods determined by current contingencies;
- creation of a reference and sharing space aimed at maintaining a good perception of the quality of life and specifically the quality of the university experience;
- strengthening of the sense of belonging and closeness to the relational and organizational network, even at a distance, with a reduction of the risks of feelings such as disorientation and isolation in the course of study during this particular period.

For more information, contact Dr. Alessandra Massironi, [amassironi@liuc.it](mailto:amassironi@liuc.it)



## FREQUENTLY ASKED QUESTIONS - FAQs

### 1) What are the main symptoms of Covid-19?

The most common symptoms are:

- fever  $\geq 37.5^{\circ}\text{C}$  and chills
- coughing
- respiratory difficulties
- sudden loss or decrease of smell and loss or alteration of taste
- cold or runny nose
- sore throat
- diarrhea

In severe cases, the infection can cause pneumonia and severe acute respiratory syndrome (SARS).

### 2) How is coronavirus transmitted?

The new coronavirus spreads among people:

- directly
- indirectly (through contaminated objects or surfaces)
- by close contact with infected persons through secretions from the mouth and nose (saliva, respiratory secretions or droplets).

When a sick person coughs, sneezes, speaks or breathes, these secretions are released from the mouth or nose. People who are in close contact (less than 1 meter) with an infected person can become infected if the droplets enter the mouth, nose or eyes.

To avoid contact with these droplets, it is important you:

- wear a mask;
- stay at least 1 metre away from others;
- wash your hands frequently and/or sanitize them with special alcohol-based gels;
- avoid touching your face with your hands.

### 3) Where will my temperature be measured at the University?

Your temperature will be measured at the **Cantoni building entrance** through the use of a thermal imaging camera which, in the event of a temperature above  $37.5^{\circ}$ , will emit an audible and visual alarm signal. If you enter from Corso Matteotti it is mandatory to go to the thermo-scanner present at the **entrance of the M2 Tower building**.

### 4) What happens if a temperature higher than $37.5^{\circ}$ is detected?

Access to the University will not be allowed.

### 5) What should I do if, while I am in LIUC, I show symptoms of Covid-19?

If you experience symptoms attributable to Covid-19 after you have entered the University (fever, cough, sore throat, soreness, etc.), call the emergency number 0331 572.333 immediately.

### 6) How should I behave in the classrooms during the didactic activities?

- Always ensure interpersonal distance of at least 1 metre, sitting in one of the marked seats, avoiding any form of gathering.
- Sanitize your hands with soap and water or gel before and after using shared equipment (printers, shared work-stations, beverage or food dispensers, paper or stationery).
- Sanitize your hands with soap and water or gel before and after using the toilets.
- You will have the opportunity to clean your seat and workstation using the products made available to you in the classrooms.

### 7) Can I use the elevator to reach the classrooms?

It is allowed for those who have difficulty walking, but only 1 person at a time. In other cases, the use of stairs is preferable.

### 8) When should I wear a mask?

The use of a mask is mandatory:

- In the classrooms, during lessons;
- In all common areas of the University;
- In the offices;
- During any face-to-face meetings;
- During reception activities;
- During all the activities undertaken in the library and study rooms;
- In all situations, even in addition to the previous ones, where there is the possibility of close contact (less than 1 metre distance) with other people.

### 9) Do I have to reserve a seat in the classroom?

No. However, it is necessary to register your presence once you arrive at class. To do this, you need to download the **LIUC app** and **take a photo of the QR** inside the classroom. In case of device “malfunction” it is mandatory to register your presence through the teacher.

### 10) How can I sanitize my hands in a “safe” way?

By thorough washing with soap and water or by using sanitizing gel, following the graphic indications displayed.

### 11) When should I use hand sanitizer gel?

**Special sanitizer gel dispensers** have been installed at different areas of the University. The gel should be used as an alternative to washing hands with soap and water:

- upon entering the University in the morning;
- before and after using the toilets;
- before and after lunch;
- before and after using water dispensers or vending machines;
- before and after using the lift;
- before and after any exchange of paper documents with other people;
- before and after the use of shared equipment (e.g. printers, PCs, touch monitors);

### 12) Do I have to personally sanitize my seat/work-station?

In the classrooms there are **products for hands and surfaces** to be used independently. It is appropriate for everyone to sanitize their seat/work-station at the beginning and at the end of use with the products supplied.

### 13) Is the environment within the University sanitized?

Yes. At the end of each day the rooms are regularly cleaned and sanitized. In addition, an extra sanitation activity is provided when each class.

### 14) Is it possible to have lunch at the University during this period?

Yes, at the Bar dei Gelsi.

