

INSTRUCTIONS TO ENTER THE CAMPUS AND TO STAY ON CAMPUS

PROVISIONS OF THE MINISTRY OF HEALTH AND OTHER LEGAL PROVISIONS:

It is mandatory FOR ANY CITIZEN to stay home in case of fever over 37.5°C. In case of fever (over 37.5 °C) or other flu symptoms, it is mandatory to stay at home and contact your family doctor and health Authority.

It is forbidden to enter or remain in the Campus when risky conditions exist. You will have to declare it promptly, even after the entry, if risky conditions arise: if you have flu symptoms or temperature if you come from areas at risk or if you have been in contact with people positive to the virus within the previous 14 days, and so on.

The Campus has implemented all the rules and legal, technical regulations to minimize the **risk of contagion**, in order to facilitate the re-opening of specific activities.

Pursuant to the Prime Ministerial Decree of 26 April 2020,(DPCM) art. 1 letter “n” **examinations, laboratory activities** and the use of the **library** can be carried out according to the indications that will be communicated from time to time.

People with particular health conditions (fragile categories) should get in touch with their family doctor to identify the steps to follow. They should also inform the Registration Office in order to coordinate the possible arrival in Campus.

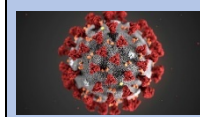
The Academy recommends installing the Ministry of Health's application that monitors the social contacts, on your mobile phone.

BEFORE ENTERING THE CAMPUS

1. All the accesses to the Campus must be booked in advance according to the booking methods published on my.naba and my.domusacademy.
2. Without proof of reservation, access to the premises will not be possible.
3. Comply with the provisions of the competent Authority, maximum 2 people per car (the second person has to sit on the right in the rear seat), maximum 1 person per motorcycle, nose and mouth covered with mask.
4. If you need to travel using public transport, the use of a mask and disposable gloves is mandatory. Always maintain a minimum distance of one meter and try to minimize touching surfaces. For bikes, cars and scooters on sharing mode make sure to clean handlebars/ steering wheels with a disinfectant wipe before using them.
5. Bring with you disposable gloves and enough surgical masks (or equivalent) to wear for the duration of your stay on Campus

UPON ARRIVAL ON CAMPUS

6. The stay on Campus must be the minimum necessary to reach the premises where you will carry out the booked activity; once your activity is over, kindly leave the Campus.

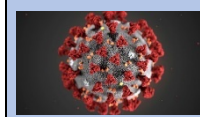


7. The strict observance of the booked times will allow the correct cleaning of the used surfaces and environments between the scheduled slots.
8. When you enter the premises, you will find a container where you can throw away the disposable gloves you are wearing, as well as a hand sanitizer dispenser. **Before doing anything else**, please sanitize your hands for at least 30 seconds by using the solution from the dispenser.
9. Wear a clean pair of gloves and a mask.
10. Whenever possible avoid using elevators, and use the stairs. If it is essential that you take the elevator, do not share it with others (wait until you can take one EMPTY). Do not lean on the walls and generally do not touch any surfaces when in the elevator.
11. At the Milan Campus entrance, a security guard will check your **body temperature**, by using a temperature scanner. If your temperature is above 37.3 degrees Celsius (considering the instrument's tolerance), you will not be able to stay in the Campus. You will be temporarily isolated and given a mask (if you are not already wearing one) you do not have to go to a hospital emergency room but you will have to call your family doctor as soon as possible (make sure you have their contact number with you) and follow their instructions. The temperature will not be recorded and the privacy will be respected in accordance with the policy displayed at the entrances.
12. At the Rome Campus entrance you will self- **check your body temperature** as follows: please remove your disposable gloves before getting to the small table where you will find
 - a sanitizing solution dispenser, with which you will sanitize your hands for at least 30 seconds.
 - A temperature-scanner, which you will pick up and place close to your forehead or at the base of your neck (depending on the instructions you will find printed on site), at a distance of about 8-10 cm without the display touching your skin.

The temperature scanner will emit a short acoustic signal and show your temperature in large, clearly readable characters on the display. The colour of the display will be **green** for temperatures below 37.3°C, **red** for higher temperatures. You simply have to turn the display towards the receptionist, so that he can see the colour of the display and, respectively, let you enter the Campus, or ask you to take a seat in the reserved room where you can call your doctor (see the procedure for Milan).

DURING YOUR STAY ON CAMPUS:

13. **Stay as far away as possible** from the people you speak to - at least 1 meter, better 2 meters away. The general indication is 2 meters in the spaces where you are stationed (offices, laboratories, etc.), 1 meter in the passageways (corridors, hallways, stairs).
14. Avoid any physical contact: (e.g. handshake, hugs etc.).
15. Avoid gathering and kindly leave the Campus at the end of your activity.
16. Wash your hands using the cleansers provided in the bathrooms or using the sanitizing dispensers. **Remember:** you should wash and rub your hands for at least 40 seconds before rinsing.
17. Face masks and gloves should always be worn inside buildings
18. In **laboratories**, you have to wear **PPE with superior protection** if required by the specific work you



need to do. If safety gloves are used, **hands should be sanitized before putting them on.**

19. Avoid sharing telephones, glasses, cups, bottles or other personal items.
20. Avoid sharing food, even packaged food.
21. Preferably, keep the door of your room open.
22. The windows must be open for at least 15 minutes every two hours.
23. Do not enter a toilet block if another person is present inside. Do not stay in the washroom area longer than necessary.
24. Do not go near vending machines (water fountains, coffee dispensers) if another person is already using them. When you are using them, try to minimize your time and step away as soon as possible. In this way, you will give another person the possibility to get close to them. It is compulsory to use disposable gloves or, alternatively, to sanitize your hands before using the machine.
25. The student lounge, classrooms and The Corner are not accessible.
26. All commonly touched objects and surfaces will be cleaned by the cleaning company twice a day, once before opening and once in the time interval from 1:00 p.m. to 2:00 p.m.
27. Laboratory assistants shall ensure that the laboratory is tidy before each use.
28. **Upon arrival** at the laboratory, **clean** your workstation and the equipment you need to use.
29. **At the end** of your activity, **clean** the surfaces and the equipment used.
30. **IF YOU EXPERIENCE SYMPTOMS** such as:
 - Cough
 - Shivers
 - Sense of general fatigue with widespread pain
 - Eye irritation

Wear a mask immediately (if you are not already wearing one) and then immediately inform the medical emergency of the Campus at the number: 02/97372199. Then call your doctor and wait for their instructions.

AT THE END OF YOUR CAMPUS ACTIVITY

31. Leave the room free of any objects or documents, so that cleaning is easier and more effective.
32. If you come across people respect the distance of at least 1 meter: the minimum distance should also be kept along exit routes, in doorways, on the stairs and in outdoor spaces.
33. Do not go out in groups and respect the times indicated in the booking.