



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Procedure for the management of symptomatic and SARS-CoV-2 positive cases

Fourth version, 22.09.2022



INDEX

1	INTRODUCTION, PURPOSE OF THE DOCUMENT AND GENERAL MEASURES	3
2	PERSONNEL.....	4
2.1	Personnel with SARS COV-2 symptoms.....	4
2.2	SARS COV-2 positive staff.....	4
2.3	Personnel who have had close contacts with SARS COV-2 positive subjects.....	6
3	STUDENTS.....	6
3.1	Students with SARS CoV-2 symptoms	6
3.2	SARS CoV-2 positive students.....	6
3.3	Students who have had close contacts with SARS COV-2 positive subjects	7
4	ADDITIONAL INVOLVED SUBJECTS	7
5	MONITORING OF POSSIBLE OUTBREAKS	7
	ACRONYMS.....	7
	REFERENCES.....	8
	CONTACTS FOR COMMUNICATIONS.....	8

1 INTRODUCTION, PURPOSE OF THE DOCUMENT AND GENERAL MEASURES

This document follows and specifies what is defined by the "Behavioural Guidelines - Epidemiological Emergency Protocol for SARS-CoV-2" (hereinafter Guidelines) with reference to the management of SARS-CoV-2 symptomatic and positive cases referred to the university community (staff, students, suppliers¹, anyone who attends the University and more generally is part of the aforementioned community), in line with the regulations issued by the competent Authorities and in consideration of the autonomy of the UCSC.

The document defines the measures that are part of the so-called "secondary prevention" of SARS COV-2 outbreaks, through the identification of confirmed or suspected SARS COV-2 cases and the prompt management of related contacts with other people.

The application of sanitary and restrictive measures for persons (e.g. isolation, prescription of diagnostic tests, etc.), as well as the carrying out of epidemiological analyses, are the responsibility of the competent health authorities, i.e. in particular the Hygiene and Public Health Services of the Prevention Departments of the Local Health Authorities (DdP) and General Practitioners (GP, also called family doctor).

The procedure requires close collaboration between the University (i.e. with particular reference to the structures responsible for health and safety) and the competent Health Authorities, with particular reference to the aforementioned Prevention Departments (DdP), in order to promptly and effectively prepare the appropriate prevention measures. The University, if deemed appropriate or necessary, may also implement further precautionary and preventive measures in relation to the provisions of the aforesaid Health Authorities.

In order to make the above-mentioned collaboration possible between the University and the DdPs, which are territorially competent with reference to the different campuses of Università Cattolica del Sacro Cuore (UCSC), the University Referents for SARS COV-2, represented by the Employer (Campus Director - DS), assisted by the competent structures in the field of health and safety, namely the Occupational Health Doctor (MC) and the Prevention and Protection Service Manager (RSPP), are identified for each of the above-mentioned campuses.

Among the further measures applied to the university community are those of competence provided for in the Guidelines, with reference to temperature detection and management of symptoms, also according to the specifications in the following chapters. The MC also provides the Campus Director (and other competent structures in the field of health and safety) with any information necessary to make the necessary decisions .

The members of the aforementioned university community are required to behave responsibly, in compliance with the regulations and the precautionary instructions issued by the competent Authorities. In this regard, it is first of all necessary to contact their GP in case of SARS COV-2 symptoms and positivity and scrupulously follow the indications provided by the competent health authorities, in order to protect their own health and that of the community.

The updated list of the main symptoms related to SARS COV-2 is available on the website of the Ministry of Health, which, at the date of publication of this document, indicates: "*Presence at least of one of the following symptoms: cough, fever, dyspnea (difficulty breathing), anosmia (loss of sense of smell), ageusia or dysgeusia*

¹ With regard to suppliers we refer in particular to those with tenders/contracts with "stable" services (e.g. cleaning, information systems support), other suppliers who interact in various ways with the university community and may have had first level contacts (e.g. a consultant who is present for a significant time at the University and who has contacts with UCSC staff).

(loss or alteration of taste). Less specific symptoms may include headache, myalgia (muscle pain), asthenia (weakened state), vomiting and/or diarrhea... "and [...]."

The measures referred to in this document also refer to foreign staff and students or those taking part in international mobility²activities.

2 PERSONNEL

2.1 Personnel with SARS COV-2 symptoms

- If the body temperature threshold is exceeded (above 37.5 degrees Celsius) and other symptoms of SARS COV-2 are detected at home, the staff:
 - must not go to the University;
 - should contact their general practitioner (GP, also called family doctor)³as soon as possible;
 - must contact the Human Resources Department⁴, also informing their manager⁵.
- If symptoms of SARS COV-2 are detected at the University, the staff must:
 - must avoid to go to Emergency Room and/or site infirmaries;
 - return to his or her home and contact his or her GP.
- The GP carries out the clinical evaluations and provides the necessary prescriptions (e.g. with reference to the need to prescribe the diagnostic test for SARS COV-2, so-called swab) and communicates it to the DdP. Prescriptions for staff illness are the sole responsibility of the competent health authorities, i.e. primarily the GP.
- The staff reports to the Human Resources Department and then to the MC about the diagnosis and any prescriptions of the GP (e.g. with reference to the possible prescription of the swab).

2.2 SARS COV-2 positive staff

- Personnel who tested positive for SARS CoV-2, remain in isolation⁶ and follow the instructions given by the DdP and their GP.
- The staff promptly sends the following information to the Human Resources Department and then to the MC:
 - the positivity for SARS CoV-2;
 - generality and structure/office of the UCSC (academic or administrative);

² With reference to foreign staff and students and international mobility activities, the provisions of this document must be applied in consideration of: i) Italian regulations and the respective indications of the competent Authorities, also with regard to the stay and movements among countries of origin, transit and destination; ii) the regulations of the country in which the subject is or transits.

³ If the GP is not present, the person must contact the DdP or the Special Unit of Continuity of Care (USCA), belonging to the Territorial Health Authority. This consideration also extends to the further and similar circumstances provided for in this chapter.

⁴ With reference to the Brescia and Piacenza-Cremona campuses, staff communications are carried out directly with the Prevention and Protection Service Manager (RSPP) rather than with the Human Resources Department and the MC. The RSPP therefore informs the aforementioned structures, with which, under the coordination of the DS, the consequent measures are defined and implemented. This consideration extends to the further and similar circumstances provided for in this chapter.

⁵ For teaching staff, it is recommended to contact the Degree Programme Coordinator/Faculty Dean/Institute Director.

⁶ The Ministry of Health Circular of 31 August 2022 states: 'Persons who test positive in a molecular or antigenic diagnostic test for SARS-CoV-2 are subject to isolation, in accordance with the following procedure:

- for cases that have always been asymptomatic or have been symptomatic at first but have been asymptomatic for at least 2 days, isolation will end after 5 days, as long as a negative antigenic or molecular test is performed at the end of the isolation period;
- in the case of persistent positivity, isolation shall be terminated at the end of the 14th day after the first positive swab, regardless of whether a test is performed."

- date of onset of symptoms;
- main premises the staff have been to and the persons (both third parties and from the UCSC) with whom there has been possible close contact in the period between the two days before the onset of symptoms or the swab and the date of beginning of isolation.
- If the notification has been received directly from the person concerned and not yet from the DdP, the MC⁷ will contact the DdP.
- The DdP carries out the in-depth studies, the epidemiological investigation and establishes the subsequent procedures, requesting the University's collaboration, communicating in particular with the DS.
- The DS, assisted by the MC, in connection with the DdP and involving the competent structures of the UCSC, activates the necessary security measures, with particular reference to: i) the carrying out of any disinfection, sanitation and closure of certain areas procedures and ii) the preparation of lists for the identification of close contacts by the DdP.
- The structures responsible for the categories of people involved (staff, students, suppliers and visitors), coordinated by the DS/MC, prepare the lists referred to in the previous point, also with the help of support information systems. The aforementioned lists:
 - are predisposed with reference to the potential contacts the positive person has had (in the university environment), usually in the period between the two days before the onset of the symptoms or the swab and the date of the beginning of the isolation; the DdP can in any case specify the instructions to fulfil the request, also with reference to the observation time period;
 - are kept for a period of at least 14 days following the date of the swab.
- The DS/MC forwards the lists to the DdP; as part of the contact tracing procedures, the DdP can carry out in-depth studies and get into contact with the people involved, as well as with the University.
- The DdP, after carrying out the epidemiological investigation, defines the measures to be implemented with regard to close contacts (e.g. active surveillance, etc.) and the premises concerned and communicates them to the DS.
- Taking into account the indications provided by the DdP, the DS, assisted by the MC and the competent structures of the UCSC, implements what is within its competence.
- The following measures are implemented with reference to the return of positive SARS CoV-2 staff to the University:
 - termination of the isolation regime following the negative result of a rapid antigenic or molecular test for the detection of SARS-CoV-2, carried out by the DdP or at authorised private centres. If carried out at authorised private centres, the transmission to the DdP of the report - also by electronic way - with a negative result, determines the termination of the isolation regime;
 - the aforesaid personnel must notify the Human Resources Department and therefore the MC of the recovery and the negative outcome of the swab, also transmitting the medical report only to the latter;
 - for subjects hospitalised during the illness, their return is subject to the visit carried out by the MC, who also communicates the results to the Human Resources Department, to assess the conditions of return;

⁷ Pending further information from the DdP, the University will act independently, both as regards contact tracing measures and for the implementation of the necessary security measures, in compliance with current legislation.

- the Human Resources Department confirms the return, also informing the respective manager/referent.

2.3 Personnel who have had close contacts with SARS COV-2 positive subjects

- Personnel shall promptly notify the Human Resources Department, and therefore the MC, of any prescriptions issued by the competent health authorities. Prescriptions may also be triggered on a precautionary basis by UCSC while waiting for guidance from the DdP.
- Personnel who have had close contact with SARS CoV-2⁸ positive individuals apply a self-monitoring modality and must wear FFP2 respiratory protection indoors or in crowds⁹, until ten days after the date of last close contact. If symptoms of possible SARS-CoV-2 infection occur during the self-monitoring period, an immediate antigenic or molecular test for SARS-CoV-2 is recommended. If negative, repeat the test, if symptoms are still present, on the fifth day after the date of last contact.
- In the event of contacts with a cohabiting partner SARS CoV-2 positive, staff will contact promptly the MC who may set further recommendations.
- In any case, the modalities of return to work in presence must always be agreed with the Human Resources Department in agreement with the MC.

3 STUDENTS

3.1 Students with SARS CoV-2 symptoms

- If the body temperature threshold (above 37.5 degrees Celsius) and/or the appearance of other symptoms of SARS COV-2 are detected at home, the students:
 - must not go to the University;
 - must promptly contact their general practitioner (GP or family doctor)¹⁰.
- If symptoms of SARS COV-2 are detected at the University, the students must:
 - avoid to go to Emergency Room and/or site infirmaries;
 - return to his or her home and contact his or her GP.
- The GP carries out the clinical evaluations and assesses the need to prescribe the diagnostic test for SARS CoV-2 (so-called swab) and communicates it to the Department of Prevention of the Territorial Health Authority (DdP).
- Students must scrupulously comply with the regulations and instructions provided by the GP.

3.2 SARS CoV-2 positive students

- Students who tested positive for SARS COV-2, remain in isolation¹¹ and follow the instructions given by the DdP and their GP.

⁸ Ministry of Health Circular, March 30, 2022 "New Modalities for the Management of COVID-19 Cases and Close Contacts".

⁹ With the exclusion of the hypotheses referred to in Article no. 10 -quater paragraphs 4 and 5 of the Law Decree dated 24 March 2022, no. 52 (children under the age of six, persons with pathologies or disabilities that are incompatible with the use of masks, plus those cannot use masks in order to communicate with persons with disabilities, and persons practicing sports). The legal obligation to wear a mask does not apply when practical circumstances determine that isolation from non-cohabiting persons can be fully guaranteed.

¹⁰ If the aforementioned GP is not present, the subject must contact the DdP or the Special Unit of Continuity of Care (USCA). This consideration extends to further and similar circumstances provided for in this chapter.

¹¹ See footnote n. 6.

- The DdP communicates the SARS COV-2 positivity to the University. The structures receiving such communication shall promptly forward it to the DS and MC.
- Students identified by the DdP as close contacts follow the instructions of the same Department.
- For the return to the community of students who tested positive for SARS COV-2 therefore also with reference to attendance at the University, it is necessary to inform the MC about the negative outcome of the SARS COV-2 swab.

3.3 Students who have had close contacts with SARS COV-2 positive subjects

- Students identified by the DdP as close contacts follow the instructions of the same Department.
- In the event that the DdP contacts the University, it cooperates in carrying out the investigation procedures and in applying the consequent measures (as far as it is concerned).
- Students who have had close contact with SARS CoV-2¹² positive individuals apply a self-monitoring modality and must wear FFP2 respiratory protection indoors or in crowds¹³, until ten days after the date of last close contact. If symptoms of possible SARS-CoV-2 infection occur during the self-monitoring period, an immediate antigenic or molecular test for SARS-CoV-2 is recommended. If negative, repeat the test, if symptoms are still present, on the fifth day after the date of last contact.

4 ADDITIONAL INVOLVED SUBJECTS

With reference to other subjects in the university community, namely suppliers and visitors, the measures provided for in the Guidelines are referred to. These subjects operate responsibly in compliance with regulatory and precautionary indications, as well as with the prescriptions established by the competent Authorities.

With reference to suppliers¹⁴ and third parties who carry out activities interrelated with those of the University (e.g. with reference to canteens and residences), appropriate coordination and information flows are maintained, in order to collaborate synergistically for the implementation of the necessary measures, in connection with the DdP.

5 MONITORING OF POSSIBLE OUTBREAKS

The MC, in agreement with the Coordinating Occupational Health Doctor, monitors the positive cases referred to the campus (as well as close contacts) and the individual cases (no. of ascertained cases, seriousness of cases, etc.) and, if necessary, carries out any in-depth analysis involving other competent structures and subjects as well, also for the definition and implementation of specific and possible precautionary measures.

ACRONYMS

DS: Campus Director of the UCSC

DdP: Department of Prevention (belonging to the Territorial Health Authority)

MC: Occupational Health Doctor for UCSC

GP: General Practitioner (GP or family doctor)

RSPP: Prevention and Protection Service Manager

UCSC: Università Cattolica del Sacro Cuore

USCA: Special Unit of Continuity of Care (belonging to the Territorial Health Authority)

REFERENCES

The following are the main regulatory references in effect at the time of issuance of this document:

- Law - Decree, March 24, 2022, no. 52 "Urgent provisions to overcome the measures to counter the spread of the COVID-19 epidemic, as a result of the cessation of the state of emergency";
- Ministry of Health Circular, March 30, 2022 "New Modalities for the Management of COVID-19 Cases and Close Contacts";
- The Ministry of Health Circular August 31, 2022 "Update on COVID-19 case management and close contacts".

CONTACTS FOR COMMUNICATIONS

The references for personnel to be used for the communications referred to in this procedure, i.e. with particular reference to Head Office Management (DS), the Human Resources Department, the Occupational Health Doctor(MC) and the Prevention and Protection Service Manager (RSPP) are available through the relevant institutional communication channels (intranet, mailing list, etc.).

The reference numbers for students and other involved subjects to be used for the communications referred to in this procedure, are:

- Milan 02/7234.2000;
- Rome 06/3015.8770 (or 8771);
- Brescia 030/2406.499;
- Piacenza-Cremona 0523/599.111.

¹² Ministry of Health Circular, March 30, 2022 "New Modalities for the Management of COVID-19 Cases and Close Contacts".

¹³ With the exclusion of the hypotheses referred to in Article no. 10 -quater paragraphs 4 and 5 of the Law Decree dated 24 March 2022, no. 52 (children under the age of six, persons with pathologies or disabilities that are incompatible with the use of masks, plus those cannot use masks in order to communicate with persons with disabilities, and persons practicing sports). The legal obligation to wear a mask does not apply when practical circumstances determine that isolation from non-cohabiting persons can be fully guaranteed.

¹⁴ See footnote n. 1.