



Clarifications on the use of PPE (Personal Protective Equipment)

A) USE OF FACEMASKS

1. Masks are to be properly worn (**mandatory**) in all common areas, both indoors and outdoors. This includes common and transit areas* at all times, and gardens if in the presence of other individuals.
2. Masks are to be properly worn (**mandatory**) in shared offices and meeting rooms if the minimum distance of 1.8m cannot be respected.
3. Wearing face masks **is recommended** in shared offices and meeting rooms even if a minimum distance of 1.8m between individuals is being kept.

In all cases, the absolute minimum safety distance of 1mt must be respected in every situation.

* Common and transit areas are intended as areas of possible interaction, e.g. canteen (in transit), bar, lobbies. In that case, the risk factor is the potential crowding. Therefore, masks are not just recommended but, by common and medical sense, mandatory.

- **Practical instructions for daily activities**

Teaching/learning activities:

- In this case, the rationale is that the speaker is allowed to remove the mask while speaking, whereas all other participants shall keep their mask on.

Ex.: a professor, who is supposed to keep the safety distance from the audience of more than 1,8mt (often well above that measure), can remove the mask.

- The same logic applies to speakers during a meeting: the speaker is allowed to remove the mask while speaking whereas all other participants shall keep their mask on.

Eating at canteens:

- In order to let people eat in the canteen/bar (which would be impossible with masks) we set the layout according to the safety protocol for restaurants and keeping at least 1mt distance. This can guarantee safety conditions and a degree of usability. Of course, seats must not be moved from their position to facilitate gatherings.

Please note: using canteen tables for working/studying purposes is allowed upon the condition of wearing masks (common area).



B) HANDS PREVENTION AND PROTECTION

Gloves and Sanitizer Gels (or washing hands with soap and warm water).

- Gloves are considered a good protection against virus upon the condition of one usage only (once removed, they are not reusable) and not touching nose, mouth and eyes with them on.
- Sanitizer gels are more versatile as they guarantee an overall protection in every situation by avoiding part of the virus to get in touch with our hands.
- Washing hands is still the most economic, yet efficient, way to reduce risk because, even if our hands touch something contaminated, if we wash correctly our hands, those portions of virus will be swept away. Of course, this works only if you do not touch your nose, mouth, eyes with your hands just after touching a surface that could potentially be contaminated.

All of these three measures are considered cross-efficient meaning that sanitizer gels are more useful over time and gloves are indeed more useful in case of crowded environments (such as a supermarket).

In your office, the need to wear gloves is reduced, whereas in the bar or canteen the usage is mandatory unless you can sanitize your hands before and after your time there and in the meantime, you do not touch your nose, mouth, eyes with hands.

C) USE OF MICROPHONES

In order to use shared microphones (hand-held microphones) there are two options to maintain them clean and avoid casual contamination: 1) disposable covers and 2) spray sanitizer.

While the usage of spray sanitizer is intuitive (just spray on after usage), Mic covers need to be explained a little more.

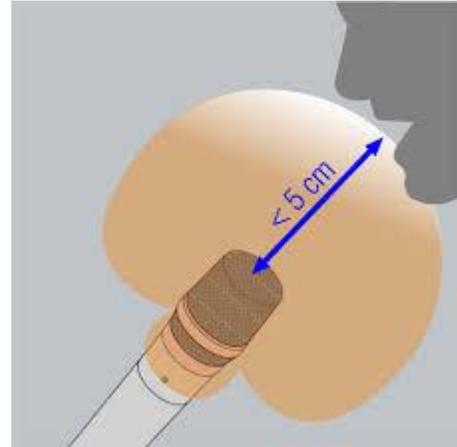
Preliminary note:

Casual contamination is due to **hand maneuvers** and not to droplets. Therefore the preventive measures are concentrated on the so called "*mic etiquette*" and the usage of disposable covers (see visual instructions below).



MICROPHONE ETIQUETTE

1. Distance between microphone and mouth should be at least 5 cm for clarity of voice and hygiene.



2. A shared microphone must be held from the main body without touching the cap



DISPOSABLE MIC COVER AND PLACEMENT

This is a disposable cover for microphones installed. The usage reduces the necessity for continuous sanitization.





This is the correct procedure to place the cover.



Please note: in case of shared microphones for Q&A sessions, to avoid passing the microphone from user to user, we recommend the setting of two (or more, if necessary) locations with a stand-still microphone connected in order to create a single point for speaking.