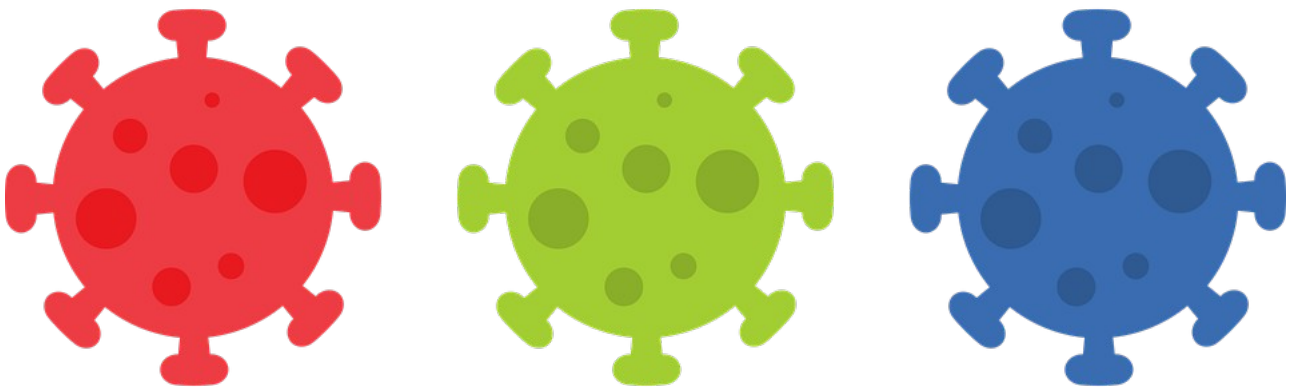


Entry Procedures for Reopening the Structures of the CNR-IOM Headquarters in Trieste – Phase 3

Actions taken to prevent the risk of SARS-COV-2 infection in the workplace and to help counter the spread of the COVID-19 epidemic



Last update: September 14, 2020

Consiglio Nazionale delle Ricerche - Istituto Officina dei Materiali

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Personnel authorized to access CNR-IOM facilities are obliged to:

- read this document carefully and comply with the provisions;
- stay at home in the presence of body temperature above 37.5 ° or other flu symptoms (cough, breathing difficulties ...) giving information to your doctor;
- communicate to the IOM Director any contact with SARS-COV-2 virus positive people in the previous 14 days and remain at home according to the provisions of the health authority;
- promptly notify the IOM Director and the person in charge of the onset of flu-like symptoms in the workplace, taking care to stay at an adequate distance from any people present.
- Always respect the interpersonal distance of at least 1 meter and avoid any form of gathering;
- Wear the mask in the presence of people in the same room and in the common areas, regardless of the interpersonal distance, making sure to cover the nose and mouth.

Filling in the access register (see below) implies the acknowledgment and fulfillment of all obligations under the laws in force, including those relating to travelling from abroad.

Access to IOM spaces owned by third parties must be in compliance with the return protocols prepared by the host structures. This refers in particular to the IOM structures in buildings T1, D, W and S of Sincrotrone Trieste. In the event of a conflict between the entry protocols of the various Bodies, the most stringent conditions will prevail.

Body temperature measurement

Before accessing the spaces for exclusive use of IOM, it is mandatory to measure body temperature through the use of one of the two thermoscanners located in the atrium of building Q2 and building MM, respectively. This obligation applies to anyone accessing IOM facilities: CNR employees, associates, students, scientific users, visitors, and - in general - employees of third parties authorized to enter. In the event that the measured body temperature is equal to or lower than 37.5 C, the person is obliged to fill in the register placed near the thermoscanners. By completing the register, the person declares under his/her responsibility that she/he has measured her/his body temperature and that this has been found to be equal to or lower than 37.5 C and is therefore authorized to enter. In the event that the temperature is higher than 37.5 C, the thermoscanner emits an audible and visual signal, access is not authorized and the person must exit independently from the structure. A second measurement can be made after 10-15 minutes. If the second measurement is also higher than 37.5 C, the person must immediately inform the Director via the personal telephone (preferably) or using the telephone placed at the entrance of the building and return to the home.

Registration of accesses

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Access to the IOM structures will be traced through a register placed near the thermoscanner for measuring body temperature located in the atrium of building Q2 and building MM. Filling in the entry register constitutes a declaration under one's own responsibility to have read the regulations in force, with particular reference to the information on the management of workers with particular fragility and current or previous pathologies, and to undertake to comply with the provisions of the " Protocol for the Resumption of Activities at the Structures of the CNR-IOM Headquarters in Trieste - Phase 3 ". As soon as you log in, and immediately after registration, you must wash your hands with soap or sanitizing gel.

Access by external personnel

Anyone who does not have a badge authorized to enter the IOM facilities must request access authorization by completing and signing the "access declaration" available at <https://www.iom.cnr.it/safety-covid-19>. The document must be sent to the address covid19@iom.cnr.it prior to the scheduled access.

Information, supervision on rules respect, training

All documents relating to the actions taken to prevent the risk of SARS-COV-2 infection taken by the IOM headquarter in Trieste are available in the section of the dedicated Institute website: <https://www.iom.cnr.it/safety-covid-19>. The access procedures will also be distributed via email to all the staff of the Institute.

Supervision and training in the laboratories, including the specific one relating to COVID-19 risks, remains the responsibility of the person in charge (Preposto) who must verify the dissemination of this document, and supervise the compliance by individual workers of the COVID-19 emergency provisions on health, prevention and safety at work and on the use of collective protective equipment and personal protective equipment made available to them. In case of persistence of the non-compliance, he/she must inform the IOM Director. The Preposto must also supervise the observance of the countermeasures arranged in case of incidental events in the context of contagion prevention or linked to the Covid-19 emergency.

Cleaning, sanitizing products and protective devices

Products for hand hygiene and for the treatment of surfaces and tools will be made available in Q2 and MM buildings at printers / copiers. Further products will be available in the common areas. Additional products will be available in the common areas.

Protective devices will be distributed to all workers who need to access the premises of the Institute in the manner already communicated and described in the dedicated section of the Institute's website: <https://www.iom.cnr.it/safety-covid-19>



1. General Provisions

- 1.1 The interpersonal distance of at least 1 meter must be respected and any form of assembly must be avoided;
- 1.2 It is mandatory to wear the mask in the presence of people in the same room and in the common areas, regardless of the interpersonal distance, making sure to cover the nose and mouth;
- 1.3 The masks must always be brought with you during the presence on the campus of Area Science Park. Movements within the buildings and on the campus of Area Science Park must be limited to what is strictly necessary;
- 1.4 It is recommended to wash your hands frequently with soap or with the sanitizing gel available in the dispensers positioned at the entrance of buildings and in common areas;
- 1.5 Masks and gloves must not be shared. The masks must be replaced after consecutive use of a maximum of 8 hours;
- 1.6 Masks, gloves and waste potentially contaminated by Covid-19 (paper tissues or tissues) must be disposed of in the specific baskets located at the entrance of the Q2 and MM buildings, where it is prohibited to transfer other waste. It is recommended to close the lid of the bins immediately after use;
- 1.7 Devices (eg photocopiers, telephones ...), instruments and workstations shared by multiple users must be disinfected before and after each use or they must be used after hand sanitation;
- 1.8 Access to premises with sanitary facilities (including anterooms) must be done one person at a time wearing the mask;
- 1.9 The use of the lift is not recommended, if necessary its use is allowed individually;
- 1.10 It is recommended, where possible, to ventilate the premises during the working day to ensure the best air exchange, possibly leaving, even for short periods, a partially open (flap) window to ensure continuous ventilation of the work environment

2. Office Activities

- 2.1 Where possible, offices should be used in a non-shared way;
- 2.2 Access to the offices is allowed until the maximum occupancy of the room is established. The maximum occupancy is clearly indicated by a sign placed on the office door;
- 2.3 At the beginning and at the end of the activity, it is advisable to carefully disinfect and sanitize your workplace, including telephone, mouse and keyboard with the products made available at printers/copiers and in common areas. It is also recommended to repeat the operation during the working day

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- 2.4 To facilitate cleaning of work surfaces, clear your desk at the end of the work;
- 2.5 Avoid entering other people's offices unless strictly necessary. Interactions with staff in offices should preferably be done by stopping at the entrance threshold.
- 2.6 Also limit the exchange of paper documents to the essential minimum and if documents must be signed at another office, use your own pen.

3. Laboratory activities

- 3.1 Access to the laboratories is allowed until the maximum occupancy communicated to the Supervisors and indicated by a sign placed at the entrance to the laboratory;
- 3.2 Always respect the safety distance of at least 1 meter and in full compliance with the provisions described above; Larger attendances must be authorized by the Director upon specific request motivated by the Supervisor;
- 3.3 Remember that in the laboratories, when activities with high risk are carried out, the simultaneous presence of two people is mandatory;
- 3.4 The surface of shared equipment must be disinfected before and after use; where this is not possible, they must be used after hand sanitation;

4. Access to the Nanofabbrication Facility

Access to the FNF nanofabbrication facility, including the clean rooms CR1-2-3-4, will be regulated through the online instrumentation booking system (<https://fnf.iom.cnr.it/>) in order to guarantee the presence of maximum two people per cleanroom.

- 4.1 Access to the changing room must be contingent (1 person at a time), and clothing must be stored in the appropriate personal lockers. The suits used will be washed weekly;
- 4.2 The use of gloves and a mask is mandatory for all the time spent inside the cleanroom;
- 4.3 Gloves and masks must be thrown into the bins with locks in the changing rooms of the cleanrooms;
- 4.4 The microscope eyepieces must be disinfected before and after each use;
- 4.5 Your presence in the laboratory must be clearly signaled near the cleanroom access door through your access badge

5. Access to SEM Facility

Access to the SEM laboratory will be regulated through the online booking system of the instrumentation (<https://facility.iom.cnr.it/>) in order to guarantee the maximum presence of one person in the laboratory.



- 5.1 It is mandatory to use gloves and a mask all the time inside the laboratory;
- 5.2 Gloves and masks must be thrown into the closed bins inside the laboratory;
- 5.3 The keyboards and mice of management computers of both the microscope and the EDS must be disinfected before and after each use;
- 5.4 The N₂ cylinder opening knob and the front opening door of the microscope chamber must be disinfected before and after each use;
- 5.5 The SEM sample holder should be cleaned with ethanol before and after each session. The carbon tape used for fixing the samples must always be removed from the sample holder and thrown into the appropriate containers;
- 5.6 All laboratory tools must be cleaned in ethanol in the ultrasonic cleaner before and after each use and stored in the special containers previously disinfected.

6. Eating meals and use of the coffee machine

- 6.1 The use of the coffee machine and the vending machine for beverages / packaged foods is allowed only after hand sanitation. Wash or sanitize your hands again after use;
- 6.2 The use of the refreshment areas of the Q2 building is discouraged. Eating meals in the refreshment areas is however subject to the presence of only one person in the room. In case of use, the surfaces of the table and of any appliances must be disinfected before and after use, avoiding leaving food residues;
- 6.3 It is forbidden to put any food or drink in the refrigerator
- 6.4 Waiting for provisions related to the activation of the canteen, it is allowed to have lunch at your desk. Be sure to carefully clean the surfaces before and after lunch, and avoid leaving food residues;
- 6.5 In general, whenever possible, it is recommended to eat meals outside the buildings.

7. Access by Companies or External Personnel

- 7.1 The access by maintenance companies and cleaning service must take place in the manner described in the General Provisions;
- 7.2 The access of external suppliers of goods and services or of maintenance workers of laboratory instruments must take place according to well-defined methods, paths and timing (for the loading / unloading activities the foreseen distancing must be respected), ensuring collaboration with the companies external so that the current regulations regarding the risk of interference are respected;
- 7.3 Couriers are not allowed in IOM facilities. The delivery of parcels and correspondence will take place in the Atrium of the Q2 building after communication with the IOM staff on duty via the telephone located near the fire door on the ground floor, favoring methods that do not require personal contacts. The IOM appointee will have to wear a mask and, after taking delivery, will

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deposit the parcels in the T32 warehouse, notify the recipient and provide for hand hygiene. The delivery of parcels and correspondence to the recipients of the Institute must take place by appointment without creating gatherings in the common areas;

8. Management of emergency situations

If a person were to experience the onset of flu-like symptoms in the workplace, the following procedures should be followed:

- 8.1** Wear a mask and gloves;
- 8.2** Stay at an adequate distance (> 2m) from any people present and inform them of the symptoms;
- 8.3** Go to the designated room (see below) taking care to stay at an adequate distance (> 2m) from any people present on the journey and measure your body temperature with the thermometer provided. Disinfect the thermometer with alcohol immediately after use;
- 8.4** Call the Director (347 6129398) who will contact the emergency numbers for COVID-19 (regional toll-free number: 800 500 300 and public utility number of the Ministry of Health: 112) and await instructions. If possible, also contact the person in charge and send an email to the address covid19@iom.cnr.it;

Premises used for the precautionary isolation of personnel who exhibit flu-like symptoms:

- Q2 building: refreshment room located in the atrium of the building on the ground floor near the elevator
- Edificio MM: Meeting room on the first floor (room 127)
- T, D, Fermi buildings and Elettra experimental hall S: Waiting room next to the guard of the area managed by Sincrotrone Trieste