Positive cases, contacts and suspects

Procedures to be implemented

WHAT TO DO IF YOU ARE POSITIVE

- Each member of the Academic Community who is found to be positive reports their positivity to Covid by sending the form provided to the email address: segnalazioniCovidPos@unifi.it
- The forms can be downloaded from the University website at the link: https://www.unifi.it/p11875#provvedimenti

WHAT THE UNIVERSITY DOES IF A POSITIVE CASE IS PRESENT

The Manager

- Starts the procedure for the sanitation of premises frequented by the worker positive to Covid-19, according to the provisions of Circular no. 3443 of February 22, 2020, by the Department of Health
- Notifies persons who have had contact with the positive individual so that they continue their activities remotely.

The Covid-19 Point of contact:

- Receives communication of the positive case from the University
- Contacts the Covid-positive individual (the case) and initiates the contacts tracing procedure
- Once the tracking is done, he/she sends the list of contacts to the Territorial Hygiene Office of the ASL (Local Health Unit) that performs a risk evaluation and proceeds accordingly.

SYMPTOMATIC PERSON IN THE PREMISES (1/2)

If a person exhibits symptoms of Covid-19 while in a University venue:

The supervisor (classroom teaching staff, lab manager, office manager, etc.):

- ensures that the person is wearing the surgical mask and escorts them to a dedicated room or isolation area (Suitable locations have been set up for this purpose in all buildings)
- may be assisted by members of the first aid team
- shall ensure that the person can return to his/her home as soon as possible, urging them to contact their health care professional (GP or family doctor) or, in their absence, the USCA (Unità sanitaria di continuità assistenziale) or the Department of Health Prevention for the necessary clinical evaluation and possible diagnostic test prescription.

SYMPTOMATIC PERSON IN THE PREMISES (2/2)

If a person exhibits symptoms of Covid-19 while in a University venue:

The symptomatic person:

- must contact their health care professional (GP or family doctor) or in his/her absence the USCA or the Department of Prevention

- if positive, notifies the University Point of Contact for COVID-19 by writing to the email segnalazioniCovidPos@unifi.it using the form available at the link

https://www.unifi.it/p11875#provvedimenti

CONTACT WITH A POSITIVE CASE

- The definition of the extent of risk is the responsibility of Territorial Hygiene Office of the ASL. If the contact is deemed "close," the ASL may mandate quarantine measures (fourteen days, to be considered as sick leave, in which therefore it is not possible to carry out work activities)

- As a precautionary measure, in accordance with attachment 22 to Prime Ministerial Decree of 4 November 2020, for teaching-related activities in which students are involved, the University of Florence provides in an administrative way that the activity be carried out remotely, be it teaching or office work for 15 days.

CONTACT WITH A POSITIVE CASE PROCEDURE TO BE IMPLEMENTED

- A "case contact" is considered to be someone who has been in contact with a person, then diagnosed Covid-19 case within 48 hours prior:

1. - the onset of symptoms

2. - The time of performing the swab in asymptomatic, then turned positive.

- Reconstructing the contacts the person had in the 48 hours prior to the onset of symptoms or at the time of a positive result of the swab, those who qualify as "case contact" are asked to stay home and contact their health care professional or the local health unit (ASL) to confirm whether or not there is "close contact" and thus self-isolation must ensue.
SUSPECTED CASES

In the event that the employee cohabits with a person for whom the ASL has mandated the "quarantine":

- **TA staff**: the employee sends immediate communication to the Responsible of the unit of affiliation and to the Personnel Office through email comunicazioni.malattie@unifi.it The General Manager shall authorize, if compatible with the activity carried out, the worker to work remotely for the time required to conclude the health authority's investigations.

- **Teaching, research and equivalent personnel**: the employee sends immediate communication to the Rector (rettore@unifi.it), to the Director of Department and to the Personnel Office by email personaledocente@unifi.it The Rector, with the prior agreement of the Director of the Department, authorizes the staff member to work remotely for the time required to conclude the health authority's investigations.

RETURN TO WORK

A person who has tested **positive** for a swab may return to work:

- With a negative swab on day 10 from their positive swab provided they have been asymptomatic for at least three days
- With a negative swab on day 14
- With negative swab on day 17 (and asymptomatic for three days) if they tested positive on day 10
- On day 21 if asymptomatic for three days, without undertaking any swab.

A person who has been found to be a **case contact in educational activities** (attachment 22 to the DPCM) can return to work after 15 days if swab-negative.

WORKERS FROM CONTRACTORS WHO WORK ON UNIVERSITY PREMISES

The RUPs of contracts that involve workers from external firms to be inside the University’s premises require that their respective work contractors:

- to make their employees aware of the reporting procedures implemented at the University
- of the need to communicate their positivity to Covid to the DEC of the contract
- The DEC of the contract shall provide for the reconstruction of contacts made by the person and communicate them to the Point of Contact for Covid-19 who sends them to the ASL.
IMMUNI APP

All members of the Academic Community are invited to
download and use the "IMMUNI" app.