



**PLAN FOR A SLOW RESTART OF ACTIVITIES DURING
SARS-CoV-2 EMERGENCY - Covid-19 RULES**

**I.C.T.P. - The Abdus Salam International Centre for
Theoretical Physics**

RSPP

M. Campestrini

Review Nr	Date	Page	Reason
00	17/05/2020	WHOLE DOCUMENT	Emergency related to the outbreak of SARS-CoV-2 virus ("coronavirus") causing COVID-19 pandemic
01	26/05/2020	Whole document	Review measures
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TABLE OF CONTENTS

PLAN FOR A SLOW RESTART OF ACTIVITIES DURING SARS-COV-2 EMERGENCY - COVID-19 RULES ...1

PREFACE5

PRELIMINARY INFORMATION7

SARS-CoV-2 virus spread, transmission mechanisms and categories at risk 7

RISK ASSESSMENT, PREVENTION AND PROTECTION MEASURES9

SCENARIO 1 – Low probability of spreading the infection..... 10

GUIDELINES AND ACTIONS 11

INFORMATION 13

A. MEDICAL INFORMATION 13

B. HYGIENIC MEASURES..... 14

B.1. Proper personal hygiene..... 14

B.2. Cleaning and sanitizing 14

B.3 Waste 14

C. PPE (PERSONAL PROTECTIVE EQUIPMENT) 15

C.1 Surgical face mask - FFP2 face mask 15

C.2 Other PPE 15

C.3 PPE by job in relation to virus SARS-CoV-2 15

D. MOVEMENTS WITHIN THE CENTRE, MEETINGS, TRAININGS, CONFERENCES AND EVENTS 16

E. MISSIONS 16

ANNEXES 17

ANNEX 1 – INFORMATION LEAFLET 17

ANNEX 2 – HAND WASHING 23

ANNEX 3 – SOCIAL DISTANCING –VENTILATE - LIFT 26

ANNEX 4 – INSTRUCTIONS ON HOW TO WEAR AND REMOVE GLOVES AND MASKS..... 29

ANNEX 5 – AUTOCERTICAZIONE INFORMAZIONE RICEVUTA / *SELF-CERTIFICATION OF INFORMATION RECEIVED*..... 33

ANNEX 6 – REOPENING OF THE SCIFABLAB TO THE PUBLIC: GUIDELINES AND PROCEDURES..... 35

ANNEX 7 – MARIE CURIE LIBRARY REOPENING PLAN 38

ANNEX 8 – RESTART OF THE CAFETERIA AND BAR SERVICES 42

ANNEX 9 – RESTART OF TRANSPORTATION SERVICES 43

ANNEX 10 – ENTRY AND MONITORING PROCEDURES..... 44

	PLAN FOR A SLOW RESTART OF ACTIVITIES DURING SARS-CoV-2 EMERGENCY	Page 5 / 44 Review N°03 Review Date 09/09/2020
---	--	---

PREFACE

The **International Centre for Theoretical Physics "Abdus Salam"**, hereinafter referred to as "ICTP", Institute of Category 1 of UNESCO specialized agency, working under the tripartite agreement between the Italian Government, the International Atomic Energy Agency (IAEA) and UNESCO, with its registered office in Trieste, Strada Costiera, 11-34151, Fiscal Code 80033730328, in the person of the Director Prof. Atish Dabholkar, is acting his capacity as legal representative.

Nothing contained in or relating to this Plan, shall be deemed a waiver, express or implied, of the privileges and immunities, accorded to ICTP under any Treaty, domestic or international law. Nor as conferring any privileges or immunities of ICTP, on any third party, nor as acceptance by ICTP of the jurisdiction of the courts of any country over disputes arising out of this Plan.

ICTP as UNESCO organization applies UNESCO rules and respects the laws and regulations of the host country in particular in this emergency, confirming the usual collaboration with the Government and the Ministry of Foreign Affairs (MAECI) of the Republic of Italy.

This plan is the first term of reference for implementation of the required specification on safe work conditions in manufacturing and service sectors, and implementation of smart working whenever possible, and it is made available also on the ICTP intranet.

A COVID-19 Operational Team in its periodical meetings defines/develops/updates the operational details of this procedural document to be presented within the COVID-19 Planning Team for approval. More precisely, the team:

- reviews the document on an ongoing basis based on new instructions from UN, UNESCO, the Italian Government or the Region
- updates the document and shares it with the COVID-19 Planning Team for approval
- makes the document public after COVID-19 Planning Team approval
- provides feed-back about implementation of rules provided in this document
- provides clarifications in order to implement the daily operational processes

The team is composed (at least) by the following members:

- Chairperson
- Secretary
- Representatives from both Unions (assigned by the Unions)
- Health & Safety Manager (RSPP)
- Representative from Maintenance

- Representative from Security
- Representative from InfoPoint
- Representative from Housing for the Catering service
- Representative from Guest Houses / Receptionists (incl. cleaning)
- Representative from TWAS

 <p>The Abdus Salam International Centre for Theoretical Physics</p>	PLAN FOR A SLOW RESTART OF ACTIVITIES DURING SARS-CoV-2 EMERGENCY	Page 7 / 44 Review N°03 Review Date 09/09/2020
---	--	---

PRELIMINARY INFORMATION

SARS-CoV-2 virus spread, transmission mechanisms and categories at risk

References:

- WHO, World Health Organization (www.who.int),
- Ministero della Salute
(<http://www.salute.gov.it/portale/nuovocoronavirus/homeNuovoCoronavirus.jsp>),
- Istituto Superiore di Sanità (<https://www.iss.it/coronavirus>).

The new coronavirus SARS-CoV-2 is a respiratory virus that spreads mainly through contact with the breath droplets of infected people, for example through:

- saliva, coughing and sneezing;
- direct personal contacts;
- your hands, for example by touching your mouth, nose or eyes with contaminated (not yet washed) hands.

In rare cases, infection can occur through faecal contamination.

The virus transmission route to be feared is above all the respiratory one, and relevant containment measures include physical distancing and use of PPE's as better described in this document. Correct hygiene of hands and of surfaces are essential as well.

Normally respiratory diseases are not transmitted with food, which in any case must be handled respecting good hygiene practices and avoiding contact between raw and cooked food.

The incubation period varies between 2 and 12 days; 14 days represent a precautionary limit.

The use of alcohol-based cleaners is also sufficient to kill the virus. For example, disinfectants containing 75% alcohol (ethanol) or 1% chlorine-based (bleach).

Most persons infected with COVID-19 experience mild symptoms and recover. However, some experience more serious illness and may require hospital care.

People belonging to sensitive groups of population with respect to COVID-19 risk (for staff, according to the Italian law, defined as "LAVORATORI FRAGILI"), such as those aged over 55 and with underlying conditions (already known or in process of being certified) such as immunodeficiency and chronic-degenerative disease (e.g. cardiovascular, respiratory or dysmetabolic disease) are more vulnerable to serious illness.

 <p>The Abdus Salam International Centre for Theoretical Physics</p>	PLAN FOR A SLOW RESTART OF ACTIVITIES DURING SARS-CoV-2 EMERGENCY	Page 8 / 44 Review N°03 Review Date 09/09/2020
---	--	---

Pregnant women also fall into the category of sensitive areas, although there is currently no literature information indicating the incidence of the virus on the foetus (source: English scientific medical journal "The Lancet").

RISK ASSESSMENT, PREVENTION AND PROTECTION MEASURES

ICTP activities do not foresee a deliberate use of biological agents; therefore, no specific Risk Assessment Plan is actually required, in fact COVID-19 does not represent in itself a work-related risk but hits all the population worldwide.

Therefore, this Plan represents a set of guidelines drawn for a slow restart of activities during SARS-CoV-2 emergency, and to set rules to protect against infection in compliance with Italian Decrees DPCM 07/08/2020 and DPCM 07/09/2020.

ICTP Administration has identified measures foreseen by the Italian public authority as prevention and protection measures to be implemented.

The Administration must adapt / integrate its work organization (as described in the following points of this document) coping with such measures to guarantee the protection of the employees and visitors, fighting off COVID-19 epidemic.

ICTP has considered four Standard Scenarios to carry out this Risk Assessment.

Spread situation in Italy as of 7 September 2020:

07 settembre 2020 - Aggiornamento casi Covid-19
Dati aggregati quotidiani Regioni/PPAA - Ministero della Salute - Istituto Superiore di Sanità

REGIONE	POSITIVI SARS-CoV2				DIMESSI GUARITI	Deceduti	Casi totali	Incremento casi totali (rispetto al giorno precedente)	Casi identificati dal sospetto diagnostico	Casi identificati da attività di screening	CASI TOTALI	Totale casi testati	Totale tamponi effettuati	INCREMENTO TAMPONI
	Ricoverati con sintomi	Terapia intensiva	Isolamento domiciliare	Totale attualmente positivi										
Lombardia	242	26	7.842	8.110	76.818	16.886	101.814	109	92.479	9.335	101.814	1.059.954	1.716.130	9.088
Piemonte	105	8	1.639	1.752	27.390	4.151	33.293	37	24.175	9.118	33.293	378.191	614.762	2.550
Emilia-Romagna	119	18	3.356	3.493	24.803	4.464	32.760	132	29.765	2.995	32.760	568.812	968.146	5.403
Veneto	85	13	2.845	2.943	18.940	2.130	24.013	69	20.109	3.904	24.013	645.256	1.442.047	5.089
Toscana	77	9	1.984	2.070	9.285	1.144	12.499	85	10.896	1.603	12.499	395.285	589.018	5.095
Lazio	359	9	3.667	4.035	7.294	881	12.210	159	6.890	5.320	12.210	545.694	659.927	9.232
Liguria	67	10	746	823	8.951	1.577	11.351	59	8.838	2.513	11.351	135.646	251.611	744
Campania	223	7	2.960	3.190	4.490	448	8.128	448	7.074	1.054	8.128	271.727	459.140	4.262
Marche	16	1	370	387	5.994	988	7.369	6	7.369	0	7.369	127.831	214.746	636
Puglia	167	6	1.024	1.197	4.137	565	5.899	43	2.083	3.816	5.899	233.159	328.329	1.649
P.A. Trento	5	0	310	315	4.629	405	5.349	17	3.539	1.810	5.349	86.198	195.801	322
Sicilia	101	13	1.265	1.379	3.097	289	4.765	49	3.349	1.416	4.765	284.332	375.134	2.333
Friuli Venezia Giulia	16	4	442	462	3.123	349	3.934	11	3.754	180	3.934	159.063	344.376	1.700
Abruzzo	31	2	487	520	2.914	472	3.906	15	3.424	482	3.906	108.107	166.611	943
P.A. Bolzano	8	2	205	215	2.496	292	3.003	0	3.003	0	3.003	76.265	144.481	800
Sardegna	46	10	1.086	1.142	1.286	136	2.564	59	1.628	936	2.564	126.031	148.018	1.155
Umbria	15	2	349	366	1.481	81	1.928	13	1.537	391	1.928	101.836	165.993	535
Calabria	29	1	325	355	1.187	98	1.640	17	1.159	481	1.640	164.464	186.570	620
Valle d'Aosta	1	0	33	34	1.069	146	1.249	0	1.119	130	1.249	18.111	25.724	146
Basilicata	4	1	114	119	418	28	565	1	411	154	565	59.060	59.870	72
Molise	3	0	83	86	436	23	545	9	514	31	545	34.109	35.376	177
TOTALE	1.719	142	31.132	32.093	210.238	85.533	278.784	1.108	233.115	45.669	278.784	5.578.731	9.271.810	52.553

Note:

La Regione Sicilia comunica che dei 49 nuovi positivi di oggi, 15 sono legati all'attività di screening.
La Regione Campania comunica che l'incremento odierno dei casi positivi è 218, sebbene la differenza tra il totale dei casi positivi di oggi e quello di ieri è 260 poiché 42 casi positivi sono da attribuire ai giorni scorsi (residuo screening).
La Regione Calabria comunica che dei 17 nuovi positivi di oggi, 3 sono migranti.

Current Scenario reflects a new trend of infections and deaths from COVID-19, and it is therefore assessed between 1 and 2, with a perspective to 2.

In fact, ICTP management has decided to maintain a prudential approach, giving due consideration to warnings by the experts.

SCENARIO 1 – Low probability of spreading the infection

SCENARIO	DESCRIPTION	Application
Prerequisite	Compliance with regulations, circulars, ordinances etc. imposed by the institutions	CONSTANT
Scenario 1	Low probability of spreading the infection	X
Scenario 2	Middle probability of spreading the infection	
Scenario 3	High probability of spreading the infection	
Scenario 4	Very high probability of spreading the infection - International Pandemic	

Mark with “X” the scenario applied

Everyone is expected to adopt behaviours that help prevent the transmission of the virus, therefore personal responsibility and self-protection is critical to own and collective safety.

In the current scenario the ICTP Administration has decided to adopt from 14 September 2020 (*) the following measures and actions, which are likely to remain in place until the end of the year, depending on the evolution of sanitary conditions and on work requirements.

* (as per Director's Office message of 9 September 2020)

 <p>The Abdus Salam International Centre for Theoretical Physics</p>	PLAN FOR A SLOW RESTART OF ACTIVITIES DURING SARS-CoV-2 EMERGENCY	Page 11 / 44 Review N°03 Review Date 09/09/2020
---	--	--

GUIDELINES AND ACTIONS

In accordance with the measures foreseen by the Italian public authority for prevention and protection against the novel coronavirus spread, and in consideration of the current risk scenario, the ICTP Administration has established the following guidelines:

- A gradual return of staff to the office is expected.
- Part-time teleworking, where staff work 2 to 3 days a week in the office and the rest at home, is recommended where the tasks of the staff member can be carried out effectively through such arrangements.
- It is recommended to limit the presence of staff to around 50% for all ICTP and TWAS.
- The logistics of such an arrangement (days of work at home/days of work in the office, specific tasks, distance from home to workplace etc.) will be defined between the concerned staff and the direct supervisor/coordinator.
- Following the consultation with their supervisor/coordinator, staff who would like to ask for authorization to telecommute should submit requests for telework according to directions provided by the ICTP Personnel Office.
- Full-time telecommuting may be approved in exceptional cases such as certified individual health situations, or difficulties related to individual staff circumstances (approved by the Personnel Office).
- Telecommuting from outside of the duty station is not permitted, unless there are very exceptional circumstances. Exceptional approval of teleworking away from the duty station is granted by Director HRM at UNESCO HQ.
- Travelling to and from the ICTP/TWAS campus: Staff should respect the measures put in place on public transport or taxis, and preference should be given to travel during off-peak hours if possible, in consultation with one's supervisor. Therefore, to the extent possible, office working hours will be kept flexible. It is advisable to explore the use of alternative means of transport whenever possible. ICTP's shuttle service between the Trieste Central Train Station and the campus is operational (see Annex 9).
- Any person coming to the ICTP shall comply with the following provisions:
 - Measurement of body temperature at home.
 - Compulsory use of surgical mask with CE approval when entering ICTP premises.
 - Measurement of body temperature at ICTP entrances via thermo-scan devices.
 - Admission is prohibited if body temperature is higher than 37.5°C
 - Badge will be activated for the day of presence only.
 - **Guards must be informed when leaving the campus.**
 - Registration of entrance and completion a 'Self - certification' form (see Annex 5) if reaching ICTP for the first time after the absence for sanitary reasons (teleworking), or if entering ICTP as a visitor/supplier. Suppliers and visitors must conform to the same measures foreseen for ICTP staff and relevant information is made available to them. External visitors will be allowed but such visits should be kept to a minimum (see Annex 10).

- Each staff member should respect a physical distance of 2 metres in the office, and 1 metre elsewhere.
- Supervisors/coordinators should facilitate the arrangement of rotational working schedules or allow flexible office hours for staff who share offices where the 2 metres distance cannot be respected.
- Single occupancy in each office is preferred (one person per room), depending on office space and desk distance (more than 2 metres from each other).
- The use of elevators is discouraged, unless necessary. Only one person at a time shall use the elevator. It is suggested to take the elevators to go up, and the stairs to go down. In the staircase, one should remain on the right side.
- Access to the Leonardo Building from SISSA building via the tunnel is only possible after entry registration procedures/badge activation.
- Own lunch box may be consumed at one's own desk, or on dedicated areas marked with signs. Desks must be left clean after use, therefore each person is expected to clean the desk used after food consumption.
- The Leonardo Building Cafeteria and Bar service is open from 14 September 2020 (see Annex 8).
- The Info Point will slowly re-open to the public with limited working hours.
- Posters on preventive actions for coronavirus are put up on each floor of ICTP buildings.
- Handwashing posters are visible in each restroom and near the hand sanitizer dispensers.
- Hand sanitizer dispensers are available on each floor of ICTP buildings (and second floor of ex-SISSA building).
- At the LB, GGH and AGH entrances, surgical-type masks are available upon request.

 <p>The Abdus Salam International Centre for Theoretical Physics</p>	PLAN FOR A SLOW RESTART OF ACTIVITIES DURING SARS-CoV-2 EMERGENCY	Page 13 / 44 Review N°03 Review Date 09/09/2020
---	--	--

INFORMATION

A. MEDICAL INFORMATION

If front desk staff at the official ICTP entrances, designated to measure body temperature with thermo-scan devices, find that a person has a temperature higher than 37.5°C, admission is denied.

Anyone showing COVID19-like symptoms (among others, body temperature higher than 37.5°C, difficulty in breathing, cough) while at ICTP must immediately wear a surgical face mask and leave the Centre, if able to do so autonomously, or by an ambulance otherwise (and stay at home until ascertained negativity with respect to the virus, or till complete recovery as foreseen by public sanitary authority measures).

In the above cases and/or in case of contact history with people who tested positively for COVID-19, it is mandatory to also inform the ICTP Medical Service (Ms. Adelaide Lungu) during the working hours at 040-2240.500 or 040-2240.600, mobile 3351312787, email medical@ictp.it, or, after working hours, the doctor on duty at the Salus private clinic, with which ICTP has an agreement (phone 040-3171.365).

In case of emergency (such as acute difficulty breathing), please call 112 for immediate assistance. The 112 operators have English-speaking staff available.

For other health-related queries, please contact the ICTP Medical Service via the contacts listed above, or your family doctor.

Please note that as a United Nations agency, ICTP is required to report any suspect / confirmed cases amongst UN personnel and dependents to local health authorities and local WHO office within 24 hours when identified (under International Health Regulations - IHR 2005 directive). ICTP is also required to report all lab-confirmed cases occurring amongst UN personnel and dependents under local health authorities/enforced quarantine to the relevant UN offices. When doing so, ICTP will follow the UN's policy on public announcement of cases:

- Regarding the external communications surrounding COVID-19, it is essential that United Nations country offices communicate with as much transparency and clarity as possible to their local audience.
- However, in any public announcement of cases involving UN personnel or their dependents, no information should be released until the UN personnel themselves are notified. In addition, no personal details will be released that would allow these personnel and their dependents to be identified.

For questions or concerns about ICTP's COVID-19 actions, please contact the dedicated email address at Coordination-COVID-19@ictp.it

The ICTP physician is involved in managing information about COVID-19 and collaborates with the ICTP Management to define the right procedure to work safely.

The ICTP is in contact with the Italian Health Department of the Ministry of Health, through the local Azienda Sanitaria locale ASL / ATS ASUGI www.asugi.sanita.fvg.it

The Medical service evaluates any further actions to be implemented for workers belonging to sensitive groups of population "LAVORATORI FRAGILI / VULNERABLE WORKERS" (see A.1 above).

In case of somebody turning out positive / with COVID-19, cleaning, disinfection and ventilation will be carried out in the areas/rooms where he/she has been, In compliance with the provision of circular no. 5443 of 22.02.2020 of the Italian Ministry of Health

B. HYGIENIC MEASURES

B.1. Proper personal hygiene

Proper personal hygiene is crucial for reducing the spread of the virus.

A brochure containing all the information concerning the cleaning procedures to be followed by all employees must be displayed in all restrooms (see Annex 2).

ICTP reminds that the correct and frequent hand sanitization with soap and water excludes the need to use gel.

ICTP ensures availability of disinfectant gel all over its buildings, as well as of tissues.

B.2. Cleaning and sanitizing

Cleaning of all rooms is guaranteed with 70% alcohol-based detergents or diluted sodium hypochlorite (0.1% active chlorine for surfaces - 0.5% active chlorine for toilets), rooms are then ventilated (see Annex3).

However, everyone is invited to repeatedly clean both the worktops, and the work equipment, as well as the PCs (keyboard, mouse, monitor) with the products made available.

To help the cleaning staff, we advise colleagues to adopt a "clean desk policy", leaving the desks clear of any paper when leaving the office. Cleaning services are provided outside of normal working hours.

Provision of circular no. 5443 of 22.02.2020 of the Ministry of Health foreseeing cleaning, disinfection and ventilation measures in case of COVID-19 occurrences are implemented if the case.

B.3 Waste

Trash bins with lid are provided for the management of non-recyclable PPEs waste (gloves, masks).

The cleaning company will collect the above waste as well as all tissues or disposable paper used to dry hands, and dispose it all as dry residue in well-sealed bag (or according to the rules set by the company itself).

C. PPE (PERSONAL PROTECTIVE EQUIPMENT)

C.1 Surgical face mask - FFP2 face mask

ICTP makes surgical masks available to staff, where foreseen and where it is not possible to keep an interpersonal distance (see Annex 3).

Surgical mask must always be used correctly, covering both nose and mouth.

It is understood that if specific tasks involve the use of filtered masks as reported in the DVR (risk assessment), the worker is obliged to use the PPE provided.

The masks must be worn in accordance with the provisions indicated on Annex 4.

C.2 Other PPE

In case of systemic job with interpersonal distance less than 1 metre ICTP defines other PPE, like goggles, gloves, suits, as requested from Authorities.

C.3 PPE by job in relation to virus SARS-CoV-2

N°	Job	PPE
1	Guards	Surgical face mask / FFP2 mask
2	Office Staff/Visiting Researchers	Surgical face mask
3	Maintenance Staff	Surgical face mask + PPE normally used for specific work
4	Medical Staff	Surgical face mask / FFP2 mask, FFP3 masks, face shield, gloves
5	Front Office services (e.g. Bar and Cafeteria staff, Info point, Library front desk, Reception desk)	Surgical face mask / FFP2 mask, gloves

It is stressed that potentially contaminated safety shoes must first be removed with the protected hand gloves, sprayed with diluted sodium hypochlorite spray, and placed in a special closed bag / box until new use. The bag or box should only be used to hold those shoes and

 <p>The Abdus Salam International Centre for Theoretical Physics</p>	<p>PLAN FOR A SLOW RESTART OF ACTIVITIES DURING SARS-CoV-2 EMERGENCY</p>	<p>Page 16 / 44 Review N°03 Review Date 09/09/2020</p>
---	---	--

nothing else nor other shoes. It is recommended not to mix work clothes with civil / home clothes to avoid contamination.

D. MOVEMENTS WITHIN THE CENTRE, MEETINGS, TRAININGS, CONFERENCES AND EVENTS

Movements within the Centre site should be limited to the minimum necessary and in compliance with Centre instructions. Ad hoc meetings or gatherings in corridors or internal or external common areas should be avoided.

To the extent possible, meetings should remain virtual. All in person meetings will be subject to capacity and hygiene limitations.

Meetings and gatherings on the premises can only take place if the requirement of 2 metres physical distance between seats can be applied.

If a face-to-face meeting is to take place, the number of participants must be limited considering the physical distancing, and the duration should consider limiting long face-to-face meetings. In any case, adequate cleaning / ventilation of the premises is guaranteed.

Meeting organizers are responsible for informing the participants of such measures, and if necessary, reminding them.

The maximum seating capacity of each meeting room has been established and needs to be respected. For all meetings, and all side-meetings of any conference or event, the installed distancing measure of 2 metres between seats is to be respected.

All participants must wear surgical masks when entering/moving within the room, according to rules established for accessing ICTP premises.

This also applies to any event organizers and professionals (artists, exhibitors, technicians, service providers, volunteers...).

Participants should avoid changing seats during an ongoing event and also when re-joining a room after a break, and possibly also in case of a series of meetings/lessons held over the days.

E. MISSIONS

Duty Travel is not supported except for critical missions approved on an exceptional basis by the Director ICTP or Executive Director TWAS.

For information and questions, staff can reach the COVID-19 Planning Team at Coordination-COVID-19@ictp.it, or consult the COVID-19 web site at https://www.ictp.it/ictp_covidresponse.aspx.

ANNEXES

ANNEX 1 – INFORMATION LEAFLET

Origin: www.ICTP.it

Health Precautions

ICTP is closely following Italy's guidelines regarding health precautions to stop the spread of the COVID-19 virus and will update this page as needed. Personal guidelines to reduce your risk of catching and spreading the virus are listed below. Italy has also announced strict [guidelines concerning COVID-19 containment measures](#).

Basic, protective practices include the following:

- wash your hands often. It is recommended to make available in all public spaces, gyms, supermarkets, pharmacies and other aggregation places, hydroalcoholic solutions for hand washing*;
- avoid close contact with people suffering from acute respiratory infections;
- avoid hugs and handshakes;
- maintain, in social contacts, an interpersonal distance of at least one metre;
- practice respiratory hygiene (sneezing and/or coughing into a handkerchief, avoiding contact of the hands with respiratory secretions);
- avoid the mixed use of bottles and glasses, especially during sports activities;
- do not touch your eyes, nose and mouth with your hands;
- cover your mouth and nose if you sneeze or cough;
- do not take antiviral drugs and antibiotics, unless prescribed by the doctor;
- clean surfaces with chlorine disinfectants, or alcohol;
- masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water;
- if you wear a mask, then you must know [how to use it and dispose of it properly](#).

* [Dispensers currently available on ICTP campus](#) (PDF download)

More guidelines and advice (in English) about the situation in Italy can be found [here](#).

Guidance and assistance regarding COVID-19 can be sought by calling phone number 112 (hotline of the regional health services, also in English).


Individuals who, to their knowledge, have been in contact with someone who was checked as a suspected case of, or was diagnosed with, the COVID-19 virus must stay

 <p>The Abdus Salam International Centre for Theoretical Physics</p>	PLAN FOR A SLOW RESTART OF ACTIVITIES DURING SARS-CoV-2 EMERGENCY	Page 18 / 44 Review N°03 Review Date 09/09/2020
---	--	--

at home and contact the health authorities immediately by calling 112 or their general practitioner.


COVID-19 RELATED INFORMATION


- [World Health Organization](#)
- [Italian Civil Protection Agency \(in English\)](#)
- [Map of COVID-19 Spread](#)


 World Health
Organization
REGIONAL OFFICE FOR Europe

Coronavirus (COVID-19) outbreak

HOW TO PROTECT YOURSELF

- 

1 Frequently clean hands by using soap and water or alcohol-based hand rub. Avoid touching eyes, nose and mouth.
- 

2 When coughing and sneezing, cover mouth and nose with flexed elbow or tissue. Throw tissue away immediately in a closed bin and wash hands.
- 

3 Avoid close contact with anyone who has fever and cough. If you have the symptoms, maintain distance from others.

IMPORTANT

If you have fever, cough, and difficulty breathing, seek medical care early and share previous travel history with your healthcare provider.



COVID-19

Health & Safety Guidelines

Be SAFE from Coronavirus infection
Be SMART & inform yourself about it
Be KIND & support one another

Follow these 6 steps to prevent the spread of the virus and protect yourself,
your family, colleagues and anyone nearby:

- 

1. WASH YOUR HANDS
Wash your hands with soap and running water when hands are visibly dirty. Even if your hands are not visibly dirty, frequently clean them by using alcohol-based hand rub or soap and water.
- 

2. MAINTAIN SOCIAL DISTANCING
Maintain at least 1 meter (3 feet) distance between yourself and those around you.
- 

3. AVOID TOUCHING EYES, NOSE AND MOUTH
They are the most common entry points of the virus.
- 

4. PRACTICE RESPIRATORY HYGIENE
Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately by throwing it in one closed bin.
- 

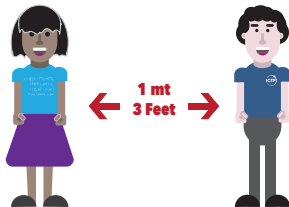
5. STAY HOME IF YOU FEEL UNWELL
If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.
- 

6. STAY INFORMED AND FOLLOW ADVICE GIVEN BY HEALTHCARE PROVIDER
Stay informed on the latest developments about COVID-19. Follow advice given by your healthcare provider, your national and local public health authority on how to protect yourself and others from COVID-19.

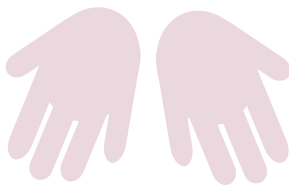
All reasonable precautions have been taken by the ICTP to verify the information contained in this document. However, the published material is being distributed without warranty of any kind, either expressed or implied. The responsibility for the interpretation and use of the material lies with the reader. In no event shall the ICTP be liable for damages arising from its use.

For more information and updates visit the World Health Organization dedicated webpage on Covid-19.

When at the ICTP



Keep at all time an interpersonal distance of at least 1 meter (3 feet).



Wash your hands frequently with water and soap for at least 40 seconds or rub them with hand sanitizer.

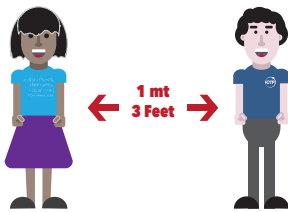


Dispose of all used facial tissues, masks and gloves by throwing them only in a closed bin.



Always wear a mask covering mouth and nose inside buildings, and anytime required physical distance cannot be guaranteed

Quando siete all'ICTP



**Mantenete sempre una distanza
interpersonale di almeno 1 metro**



**Lavate le mani regolarmente con
acqua e sapone strofinandole per
almeno 40 secondi o igienizzatele con
l'apposito gel**



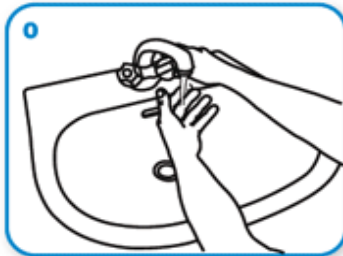
**Gettate fazzoletti, mascherine e guanti
usati esclusivamente nei bidoni con
coperchio**



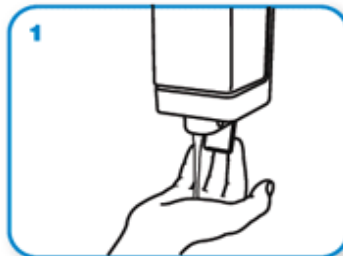
**Indossate sempre una mascherina che
copra naso e bocca all'interno degli
edifici e nelle occasioni in cui non è
possibile mantenere la distanza
interpersonale prescritta**

ANNEX 2 – HAND WASHING

Washing your hands with soap and water properly takes about 40-60 seconds, using the images below.



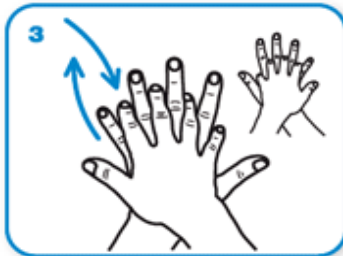
Wet hands with water



apply enough soap to cover all hand surfaces.



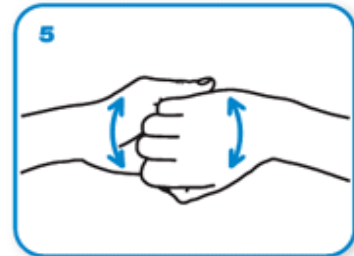
Rub hands palm to palm



right palm over left dorsum
with interlaced fingers
and vice versa



palm to palm with fingers
interlaced



backs of fingers to opposing
palms with fingers interlocked



rotational rubbing of left thumb
clasped in right palm
and vice versa



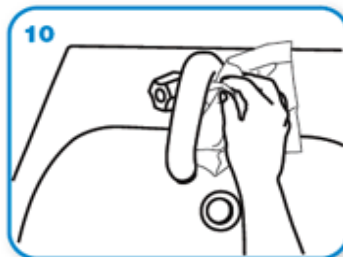
rotational rubbing, backwards
and forwards with clasped
fingers of right hand in left
palm and vice versa.



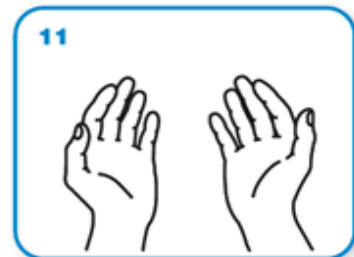
Rinse hands with water



dry thoroughly with a single
use towel



use towel to turn off faucet



...and your hands are safe.



Come lavarsi le mani con acqua e sapone?



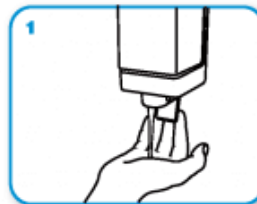
LAVA LE MANI CON ACQUA E SAPONE, SOLTANTO SE VISIBILMENTE SPORCHE! ALTRIMENTI, SCEGLI LA SOLUZIONE ALCOLICA!



Durata dell'intera procedura: **40-60 secondi**



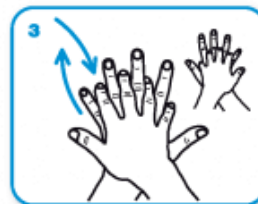
Bagna le mani con l'acqua



applica una quantità di sapone sufficiente per coprire tutta la superficie delle mani



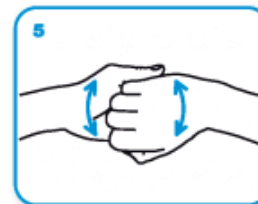
friziona le mani palmo contro palmo



il palmo destro sopra il dorso sinistro intrecciando le dita tra loro e viceversa



palmo contro palmo intrecciando le dita tra loro



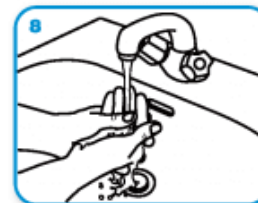
dorso delle dita contro il palmo opposto tenendo le dita strette tra loro



frizione rotazionale del pollice sinistro stretto nel palmo destro e viceversa



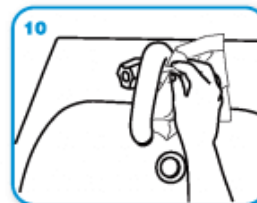
frizione rotazionale, in avanti ed indietro con le dita della mano destra strette tra loro nel palmo sinistro e viceversa



Risciacqua le mani con l'acqua



asciuga accuratamente con una salvietta monouso



usa la salvietta per chiudere il rubinetto



...una volta asciutte, le tue mani sono sicure.

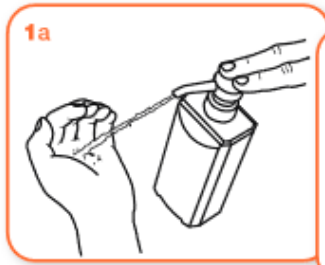
istituto della Salute

Come **frizionare** le mani con la soluzione alcolica?

**USA LA SOLUZIONE ALCOLICA PER L'IGIENE DELLE MANI!
LAVALE CON ACQUA E SAPONE SOLTANTO SE VISIBILMENTE SPORCHE!**

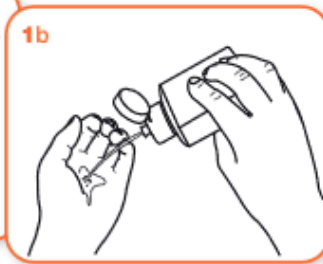


Durata dell'intera procedura: **20-30 secondi**



1a

Versare nel palmo della mano una quantità di soluzione sufficiente per coprire tutta la superficie delle mani.

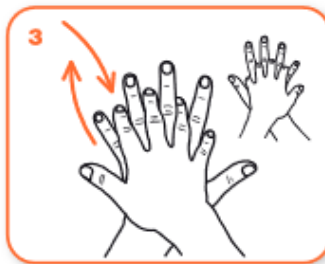


1b



2

frizionare le mani palmo contro palmo



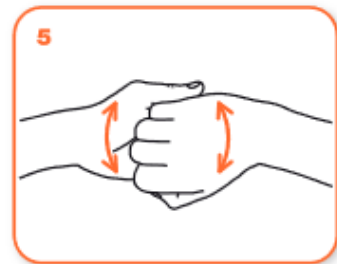
3

il palmo destro sopra il dorso sinistro intrecciando le dita tra loro e viceversa



4

palmo contro palmo intrecciando le dita tra loro



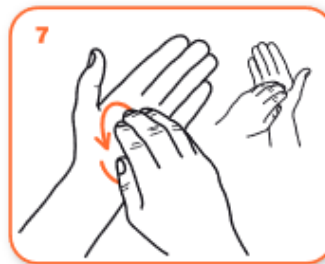
5

dorso delle dita contro il palmo opposto tenendo le dita strette tra loro



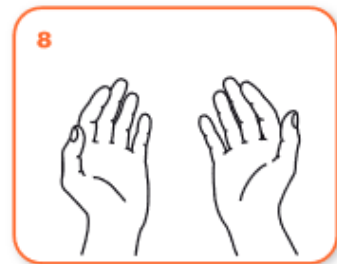
6

frizione rotazionale del pollice sinistro stretto nel palmo destro e viceversa



7

frizione rotazionale, in avanti ed indietro con le dita della mano destra strette tra loro nel palmo sinistro e viceversa



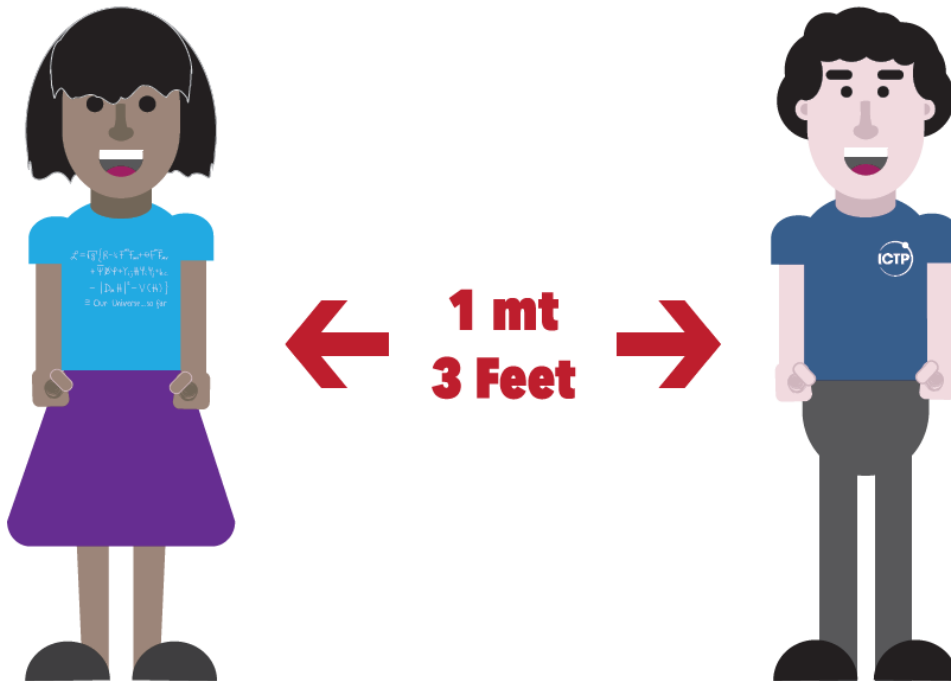
8

...una volta asciutte, le tue mani sono sicure.

ANNEX 3 – SOCIAL DISTANCING –VENTILATE - LIFT

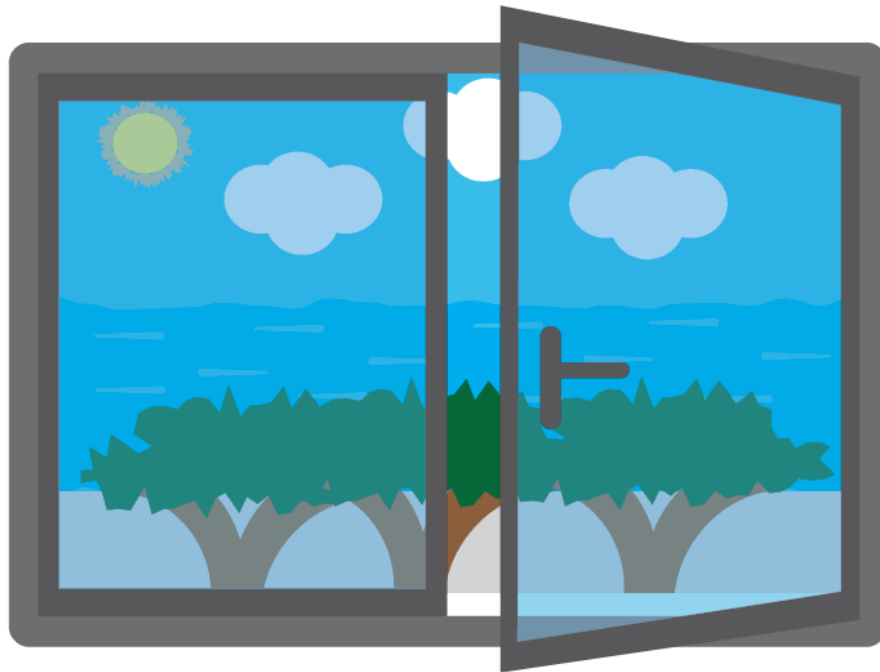


Social Distancing



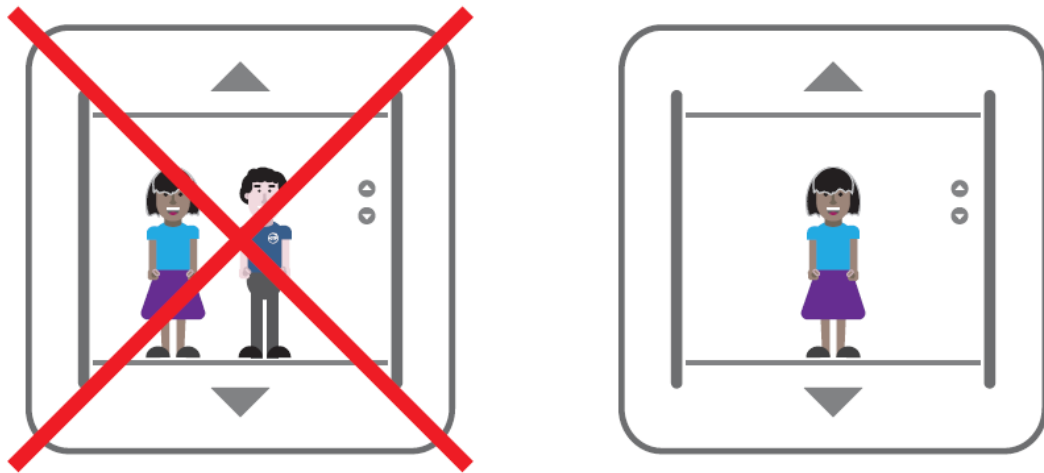
**Maintain at least 1 meter
(3 feet) distance between yourself
and others.**

Ventilate



**Frequently open the window
to let air circulate.**

Lift shall be used only one-at-a-time



Keep at least 1 meter (3 feet) interpersonal distance while waiting.
If you cannot keep the recommended distance due to other people waiting, use the stairs or come back later.

Please give priority to people with reduced mobility, elderly people and pregnant women.

ANNEX 4 – INSTRUCTIONS ON HOW TO WEAR AND REMOVE GLOVES AND MASKS



And finally, a few **DO's and DON'Ts to remember**

DON'T touch environmental surfaces – e.g.: door handles, a keyboard, a computer mouse – with contaminated gloves

DON'T touch your face or adjust PPE with contaminated gloves

DON'T remove one glove, and then pull the other glove off by the fingertips

DON'T reuse disposable gloves once they have been removed

DO safely remove excess liquid beforehand

DO change gloves when heavily soiled or if torn

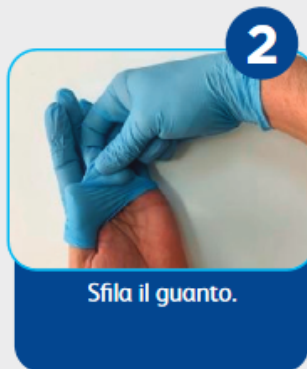
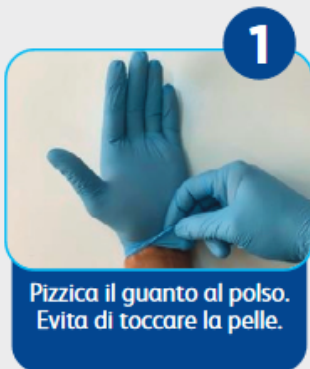
DO dispose of used gloves appropriately, in accordance with your company policy

DO please follow our easy instructions!

COME SFILARSI I GUANTI MONOUSO

È importante utilizzare i guanti monouso nel modo corretto per proteggersi da agenti chimici* e biologici*. Per una maggiore protezione, impara a sfilarti il guanto nel modo giusto.

COSA FARE



NON DIMENTICARE

- Indossa i guanti con mani asciutte e pulite
- Controlla i guanti prima di usarli
- Evita gioielli e unghie lunghe
- Togli i guanti se sono danneggiati
- Non immergere le mani in prodotti altamente chimici con guanti monouso (utilizza un guanto riutilizzabile adatto con la manichetta lunga)
- Butta via i guanti e lavati le mani

INSTRUCTIONS ON HOW TO WEAR AND REMOVE SURGICAL MASK



Wear a mask



**Always wear a mask covering
mouth and nose inside buildings,
and anytime required physical
distance cannot be guaranteed**

ANNEX 5 – AUTOCERTIFICAZIONE INFORMAZIONE RICEVUTA / SELF-CERTIFICATION OF INFORMATION RECEIVED

COVID-19: INFORMAZIONE PER TUTTI I LAVORATORI E VISITATORI/ COVID-19: INFORMATION TO ALL STAFF AND VISITORS

Premesso che, per limitare la diffusione del virus, ciascuno è il primo responsabile del proprio comportamento a protezione di sé stesso/a e della collettività /

Everyone is expected to adopt behaviours that help prevent the transmission of the virus, therefore personal responsibility and self-protection is critical to own and collective safety.

il/a sottoscritto/a _____ nato/a il ___ / ___ / ___

I, _____ born on ___ / ___ / ___

DICHIARA DI ESSERE STATO INFORMATO ED AVER COMPRESO CHE/ DECLARE THAT I HAVE BEEN INFORMED AND ATTEST TO THE FOLLOWING:

1. Gli è fatto assoluto divieto di rientrare al lavoro e l'ingresso all'ICTP qualora / *Return to work and access to ICTP is strictly forbidden:*

- Presentasse sintomi influenzali (febbre superiore 37,5°C, tosse, difficoltà respiratoria, mal di gola, raffreddore, mancanza di gusto e/o di olfatto, dolori muscolari, congiuntivite) / *In case of ongoing flu-like symptoms (body temperature higher than 37.5°C, cough, respiratory symptoms, sore throat, cold, loss of the sense of smell and/or taste, muscle pain, conjunctivitis);*
- Fosse stato un contatto stretto di caso Covid-19 e non abbia ancora eseguito il tampone al termine della quarantena / *In case of close contacts with COVID-19 cases, and no swab test carried out yet after the quarantine;*
- Fosse stato lui stesso caso Covid-19 positivo guarito dai sintomi e non abbia ancora effettuato 2 tamponi con esito negativo a distanza di 24 h uno dall'altro / *In case the undersigned has been a positive Covid-19 case with resolution of symptoms, but still has to complete two consecutive swab tests, taken at 24 hrs interval at least, with negative result.*

2. Gli è fatto obbligo utilizzare tutte le misure igienico sanitarie ampiamente illustrate dall'istituto e in particolare / *All hygienic-sanitary measures, extensively indicated by the institute, are compulsory, and especially:*

- Garantire il distanziamento con gli altri lavoratori di almeno un metro, meglio 1,5 m, ed ove non possibile usare la mascherina per coprire naso e bocca / *Keep a distance of at least 1 metre (preferably 1.5 metres) from other staff members/visitors. Where not feasible, it is compulsory to use a face mask to cover nose and mouth;*
- Usare la mascherina in tutti gli ambienti ad uso promiscuo (es. macchinette distributrici di bevande e caffè) / *Use a face mask in all shared areas (e.g. coffee vending machines);*
- Lavare frequentemente e disinfettare le mani avendo cura di non toccarsi mai il volto / *Frequently wash thoroughly and sanitize hands, and carefully avoid touching you face;*
- Sanificare gli oggetti utilizzati di uso promiscuo / *Shared items must be sanitized after use.*

3. Gli è fortemente consigliato di parlare con il medico curante o con il medico specialista di riferimento ovvero con il medico competente nel caso in cui soffra delle seguenti patologie / *Consultation with the general practitioner, specialist, or appropriate doctor, is highly recommended in case of the following pre-existing conditions:*

- patologie polmonari / *lung diseases;*
- patologie cardiovascolari / *cardiovascular diseases;*
- diabete o patologie dismetaboliche / *diabetes and dysmetabolic syndroms;*
- patologie renali / *kidney diseases;*
- patologie epatiche / *liver diseases;*
- patologie o uso di farmaci che possono alterare lo stato immunitario / *diseases or therapies which may alter the immune system;*
- obesità con BMI > 40 / *obesity with a BMI > 40*

per ricevere indicazioni circa l'opportunità di / *to seek advice on the following:*

a. astenersi dal lavoro utilizzando le misure amministrative previste dai vari D.P.C.M., in quanto le stesse patologie, specialmente se non ben controllate, potrebbero essere un importante fattore di rischio di sviluppare complicanze da Covid-19 / *whether to abstain from work, according to administrative measures foreseen by the Italian ministerial decrees, since such diseases may represent significant risk factors for the development of complications, especially if diseases are not well under control.*

b. rivolgersi al medico competente qualora venga ravvisata soltanto una possibile controindicazione alla mansione lavorativa / *consult with the competent physician to request a medical visit, if only a possible contraindication to work were recognized*

Letto confermato e sottoscritto / *Read, confirmed and signed.*

PLAN FOR A SLOW RESTART OF ACTIVITIES DURING SARS-CoV-2 EMERGENCY

Località e data / *Place and date* _____ Firma / *Signature* _____

Il sottoscritto/a dichiara di essere informato/a che tutti i dati conferiti hanno solo la finalità di Informazione ed indicazione sul corretto comportamento da seguire. / *I, the undersigned, declare that I am informed that all the data provided are only for information and direction of the correct behavior to follow.* Tali informazioni saranno trattate, anche con strumenti informatici, adottando le misure idonee a garantirne la sicurezza e la riservatezza / *Collected data will be processed, also through IT tools, in a manner that ensures appropriate security and confidentiality of personal data.*

Acconsento alla compilazione / *I agree to the terms and to complete the form*

Non Acconsento / *I do not agree to complete the form*

Data / *Date* _____ Firma / *Signature* _____

 <p>The Abdus Salam International Centre for Theoretical Physics</p>	PLAN FOR A SLOW RESTART OF ACTIVITIES DURING SARS-CoV-2 EMERGENCY	Page 35 / 44 Review N°03 Review Date 09/09/2020
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ANNEX 6 – REOPENING OF THE SCIFABLAB TO THE PUBLIC: GUIDELINES AND PROCEDURES

SciFabLab opening during Sars-CoV-2 Emergency

After completion of a safety assessment which brought to a partial reopening of the SciFabLab on 23 May 2020, new arrangements from 9 July 2020 are as follows until further notice:

The maximum number of users allowed to access simultaneously the SciFabLab is 6, with compulsory prior booking and only within below timetable:

Tuesday from 17:00 to 20:00 (3 hours)
Thursday from 17:00 to 20:00 (3 hours)
Saturday from 15:00 to 19:00 (4 hours)

Who can use the SciFabLab?

Access to SciFabLab premises is agreed upon with each user exclusively via e-mail request and subsequent confirmation, and is meant only for SciFabLab registered users with an approved project. List of authorized users will be provided to ICTP Guards so that they are informed of who can enter the SciFabLab.

Request to access the SciFabLab should include preferred day/time slot (s) - also more than one, and on different days - and the kind of instrument needed, which will be prepared in advance and made available on the desk (assigned workstation) for the entire duration of the approved slot.

From 18 May 2020 it is possible to submit requests for new projects, or request to renew existing projects. Forms are available at the website <http://scifablab.ictp.it>. All projects previously active, authorized before 31 March, are to be considered expired and therefore renewal must be explicitly requested.

Criteria for allocation of slots:

After preliminary booking request, access to the SciFabLab will only be granted to carry out authorized projects, and slots will be assigned on a first come-first served basis. Priority will be given to scientific and didactic projects, projects for Trieste Makerfaire, and to those applicants who could use the least the SciFabLab facilities in the previous days. Allocation of slots is in charge of the SciFabLab coordinator and it cannot be questioned.

 <p>The Abdus Salam International Centre for Theoretical Physics</p>	<p>PLAN FOR A SLOW RESTART OF ACTIVITIES DURING SARS-CoV-2 EMERGENCY</p>	<p>Page 36 / 44 Review N°03 Review Date 09/09/2020</p>
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Which procedures are to be followed at ICTP?

Once authorization to access the SciFabLab has been granted, and each time before entering the FabLab, all users must first transit through the Leonardo Building Main Entrance, which is the only authorized entrance for external visitors to the Campus, and undergo the foreseen procedure (measurement of body temperature and completion of a Self-certification on health condition). In case of flu-like symptoms, or body temperature higher than 37.5 C, entry is not allowed. At the end of the activity at SciFabLab, when leaving ICTP, it is compulsory to inform the ICTP Guards (also via phone call).

It is compulsory to always wear a face mask (surgical mask with CE approval or self-declaration of conformity by the producer, as required by law for work activities, therefore use of DIY masks will NOT be allowed). It is the user's responsibility to get her/himself a mask. On arrival it is also compulsory to wash hands with alcoholic gel, available at the SciFabLab.

It is also compulsory to always maintain an interpersonal distance of at least 1 mt (recommended: 2 mt). Alcoholic gel is also available inside the SciFabLab.

Restrooms close to the FabLab will be dedicated to SciFabLab visitors only.

No more than 1 person for each preset workstation will be allowed in the FabLab (i.e. max. 6 users at a time, in addition to ICTP staff).

Users are not allowed to enter the laser cutter room, nor to access to the electronic soldering area. However, upon request, a soldering station will be set up on the assigned desk, meanwhile staff only will perform laser cuts and 3D printing, or, upon preliminary arrangements, tools and instruments will be made available (after disinfection, and for a limited set of tools and instruments).

No more than 1 user at a time, and for a short period, will be allowed to access the work desks inside the "mechanical workshop". Disposable gloves and appropriate personal protective equipment must be used if foreseen by safety rules (gloves, glasses).

Shared tools provided by the ICTP SciFabLab will always be disinfected after use.

At any time, ICTP staff in the FabLab will assess safety conditions and may ask some or all users present to leave in advance.

 <p>The Abdus Salam International Centre for Theoretical Physics</p>	PLAN FOR A SLOW RESTART OF ACTIVITIES DURING SARS-CoV-2 EMERGENCY	Page 37 / 44 Review N°03 Review Date 09/09/2020
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Disinfection procedures

Before and after each opening shift, staff will disinfect desks and tools with alcoholic solution.

Emergency procedure

In case someone at SciFabLab shows flu-like symptoms and respiratory difficulties (e.g. temperature, cough...), she/he must immediately inform the ICTP FabLab staff who will in turn inform the ICTP Guards. At the same time, he/she will be isolated in a room, according to provision by the health authority, and will be given a face mask, if needed.

Guards will immediately inform the health authorities and COVID19 emergency numbers.

Should it turn out not possible to guarantee appropriate measures for isolation, she/he will have to leave the Centre, if able to do so autonomously, or by an ambulance otherwise, in any case according to provisions by the health authority.

ICTP collaborates with the Italian health authorities in the identification of potential "close contacts" in case of persons present at the SciFabLab who tested swab positive for COVID-19, so that authorities can implement appropriate quarantine. For the period of the inquiry ICTP might ask potential close contact persons to leave ICTP campus as a precautionary measure, and to comply with the instructions of the Italian health authorities.

ANNEX 7 – MARIE CURIE LIBRARY REOPENING PLAN

Procedures for the reopening of the Library services on campus

The Library services on campus will be slowly reopening.

Library opening hours will be: **Monday to Friday 9:00 to 16:00.**

To guarantee social distancing, only a limited number of study desks will be available.

Desks can be reserved for one day or half a day by email to library@ictp.it or by phone 040-2240.306.

Books and other printed materials can be consulted, borrowed and returned.
Returned books are quarantined.

Staff

- The front desk will be served by one staff member at a time.
- The front desk is composed by two sides: each one is assigned either to a staff member who will use it exclusively, or to other staff members on shift. In the latter case, each staff member will have to sanitize the desk at shift change (start and end).
- Front desk staff will interact with one user at a time.
- A protective plexiglass shield is in place at the front desk to create a barrier between staff and user. A distancing line is drawn on the ground at 1 metre distance from the front desk.
- Staff should reduce at the minimum handling of returned items, and wash/hygenize hands after handling returned items.
- In presence of users the front desk librarian must wear an FFP2 mask for maximum protection. Interpersonal distancing of at least 1 mt (recommended: 2 metres).
- Back office staff will always be available, to manage requests for prints / scans /copies, or other needs.
- Staff will always wear masks when not in their offices, according to current ICTP guidelines.
- When working in their own office, masks are needed only when interacting with colleagues.
- When handling library materials in all formats, for any operation, staff must clean hands frequently, preferably before and after any operation.
- To avoid mixed use of the front desk phone the use of portable phones assigned to each library staff member is recommended.
- At the end of the day adequate cleaning / ventilation of the offices will be provided according to ICTP guidelines.

Users

- Library users should follow current ICTP guidelines, in particular always wear a surgical mask when in the Library, hygienize their hands (a sanitizing gel dispenser is available at the entrance), and respect physical distancing of at least 1 metre.
- Users who are not yet registered in the Library or with an expired registration, will have to provide their data to register or update their registration, via email or phone, prior to accessing the library.
- When entering/exiting the Library premises users will have to transit one-at-a-time.
- Users should refer to staff at front desk with their request one at a time.
- Desks will be available by reservation (via email / phone / in person). They can be reserved for a full day or half a day.
- Priority will be given to ICTP users who do not have their own office space.
- Desks will be marked with a number and a record will be kept of name/badge barcode/date/IN and OUT time of the user occupying each desk.
- Chairs/desks not to be occupied will be marked. Users should not move chairs or tables.
- Masks can be removed only when sitting at the assigned desk.
- Users that need to consult books for using them on the assigned desk will be asked to regularly borrow them from the front desk. Upon return books will be quarantined for at least 7 days.
- Users will have to notify staff when they finish using their desk, to allow for cleaners to clean the worktop.

Circulation procedures for printed items

- Users can pick-up books for loan directly from shelves.
- To minimize presence in the Library, users may reserve books via phone/email.
- All returned items will be put in quarantine for at least 7 days.
- Dedicated cardboard boxes marked with the date will be used (one per day) to quarantine library items.
- Checked-in items will be marked as a temporary loan to "Library Quarantine" to show their unavailability for loan in the online catalogue.
- Items can be reserved by another user during quarantine.
- The box of day X will be stored in the photocopier's room, for the quarantine period.
- At the end of the quarantine period, items will be checked-in again and will become available for loan.



A cardboard box for library items quarantine

Reference service

- To minimize presence in the Library the Reference service will preferably be dealt with remotely, by phone or email.
- If in presence service is needed, staff will perform the search at own workstation on behalf of the user.

Use of public PC workstations in the Library

- Users will be encouraged to bring their own laptops.
- Only a PC workstation located in the Entrance area will be available for users, for bibliographic search only.
- Users must sanitize hands before and after using it.
- Users will have to inform staff when they finish using it.
- Cleaners or Library staff will sanitize keyboard/mouse after use.

Printer / scanner / copier

- No self-service printing or scanning will be available.
- Users who need to use the printer / scanner / copier will have to ask the staff.

 <p>The Abdus Salam International Centre for Theoretical Physics</p>	PLAN FOR A SLOW RESTART OF ACTIVITIES DURING SARS-CoV-2 EMERGENCY	Page 41 / 44 Review N°03 Review Date 09/09/2020
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Lockers to store bags or other personal belongings

- Lockers will not be available.
- Users will be asked to leave their bags in the open shelves outside the Library entrance.
- Any jackets etc. will be left outside the Library on the clothes racks.

Reading room

To avoid mixed use of newspapers and magazines, they will not be displayed in the Reading Room.

Room ventilation

Windows in all Library areas will be partially opened to ventilate and supply fresh air. Air-conditioning will be activated according to current ICTP guidelines.

Cleaning sanitizing procedures

All current ICTP guidelines on cleaning and sanitizing will apply to the Library.

Professor Salam's Room

Closed. Open for visits only upon request.

Photocopier room

Closed, accessible only to staff.

 <p>The Abdus Salam International Centre for Theoretical Physics</p>	<p>PLAN FOR A SLOW RESTART OF ACTIVITIES DURING SARS-CoV-2 EMERGENCY</p>	<p>Page 42 / 44 Review N°03 Review Date 09/09/2020</p>
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ANNEX 8 – RESTART OF THE CAFETERIA AND BAR SERVICES

In accordance with the general guidelines of the *Plan for a slow restart of activities during SARS-CoV-2 emergency*, below measures will be taken into account for the re-opening of the canteen service:

Type of service

- The Leonardo Building Cafeteria and Bar service will be open again from 14 September 2020.
- The Bar service will be available on the Leonardo Building terrace instead of its standard location. Coffee and other beverages should be consumed at the table or in dedicated areas on the Terrace. After use, glasses and cups should be placed on the appropriate trays.

Preventive measures

- All users must sanitize hands when accessing the cafeteria/bar with the gel made available at the entrance.
- Wearing a surgical mask covering nose and mouth is compulsory, and it can be removed only when sitting at the table and drinking/eating.
- Physical distancing from one another of at least one metre should be kept also when sitting at the table.
- Floor markings and directional signage should be followed when moving within the area.
- The external area dedicated to the Cafeteria/Bar is accessible through the canteen only.
- If possible, payment via contactless card is encouraged so as to avoid contacts while handling cash.

ANNEX 9 – RESTART OF TRANSPORTATION SERVICES

Transportation services from town

In accordance with the general guidelines of the *Plan for a slow restart of activities during SARS-CoV-2 emergency*, below measures have been put in place for a safe transportation service.

Preventive measures

- When on board, it is compulsory to wear a surgical mask covering nose and mouth.
- The number of passengers allowed on the ICTP shuttle bus is limited to five.
- Sanification of the shuttle bus must be performed at least once a day, preferably at the end of daily use, and sanification must be recorded in a register.
- Seat arrangements follow the official guidelines on private transportation services. Relevant directions will be provided by the driver to the passengers, directly.
- Extra surgical masks will be provided by the driver upon request.

ANNEX 10 – ENTRY AND MONITORING PROCEDURES

In accordance with the general guidelines of the *Plan for a slow restart of activities during SARS-CoV-2 emergency*, below procedures should be observed when accessing ICTP premises.

The opening hours of the buildings are 7.30 - 19.30.

Anyone (staff, visitors, external company personnel) accessing the ICTP buildings must be identified, therefore the entry procedures will take place at the manned and monitored entrances of the buildings:

- LB main entrance
- GGH main entrance

Anyone needing to access the E. Fermi building should first pass the security procedures at LB or GGH.

The first entry will take place through the above-mentioned entrances, equipped for the following procedures:

- measuring of body temperature
- registration
- daily activation of personal badges for the other buildings.

People already in the building are invited not to open the doors or to allow access to those who have not already completed the entry procedures.

All those in possession of an ICTP active badge should use it to access the building entrance by means of the proximity badge readers.

It is reminded to sanitize hands at the entrance, and to wear a surgical mask when accessing the building. In case of need, surgical masks are available at each manned entrance.

Staff and guests are invited to always respect the distance at the entrance and follow the different paths for going in or out of the buildings, to avoid crossing each other.

External companies or visitors should be announced via e-mail to the Security at least one day before arrival by the internal staff who required the access.

All those present at the campus are required to wear their identification personal badges in a visible way.

Guards must be informed when leaving the campus.