





Operational instructions for suspected cases of Covid-19

Provision no. 1

of the document "Updated FBK anti-Covid provisions"



As set out in the document "Updated FBK anti-Covid provisions", the **rapid swabs are reserved for staff - including during onboarding if already recruited - **who are in one of the following situations:****



Rapid swab test recipients

- ✓ **Workers returning from abroad** (specifically from **hightened health alert EU countries, non-EU countries and in cases of family reunification for the latter**) or from **hightened health alert Italian areas**.
- ✓ **Workers who have come into contact with suspected cases** of Covid-19.
- ✓ **Workers who, while on duty, show suspected symptoms** such as abnormal body temperature, cough, cold, asthenia, muscle aches, loss of taste and smell, nausea and/or diarrhea. In this case they will anyway have to be immediately isolated or invited to return to their home and contact their primary care physician.

In all these cases the staff concerned, before doing the swab **test, must self-quarantine**. Each step relating to the aforementioned cases must be traced and managed in cooperation with the Covid Chief **Officer** and the **Head of the Foundation's Safety and Prevention Unit** .

Suspected cases of Covid-19 and behavior rules. 1/2

1. If the worker has any of the Covid-19 symptoms (see above) or believes they are a carrier:
 - a. they should not report to work;
 - b. should inform his/her primary care physician (who can report him/her to APSS for testing), the Covid-19 Chief Officer (rspp@fbk.eu) and the Human Resources Service (gestione.presenze@fbk.eu);
 - c. should self-quarantine until swab testing comes back negative;

Only the primary care physician/pediatrician will determine whether an individual is a suspected case of Covid-19.

2. If the worker has flu-like symptoms while at the workplace:
 - a. they should avoid any contact with colleagues, go home immediately and follow the instructions in point 1;
 - b. if they cannot go home on their own, in order not to infect colleagues, they should go to the designated room, after notifying the Safety and Prevention Unit (sicurezza@fbk.eu) and the Human Resources Service (gestione.presenze@fbk.eu).

Suspected cases of Covid-19 and behavior rules. 2/2

3. If a worker's family member has symptoms or is a suspected case:
 - a. They should contact the patient's pediatrician or primary care physician (in person or by phone) and follow his/her instructions.
 - If the doctor suspects Covid-19, the doctor him/herself will refer the patient to APSS for swab testing; in this case, the doctor or APSS will decide whether other members of the household should-self quarantine until the swab testing comes back negative.
 - If, on the contrary, the doctor does not suspect Covid-19 disease, the worker will be allowed to report to work as usual.
4. In the event of a positive swab test, all household members will be placed on quarantine and should follow the instructions given by APSS and by the primary care physician.

PROCEDURE DIAGRAM IN CASE OF SUSPECTED CASE OF COVID

Definition of "close contact"

A "**close contact**" of a positive case is defined as follows:

- a. a person living in the **same house** with a case of COVID-19;
- b. a person who has had **direct physical contact** with a COVID-19 case (such as handshaking);
- c. a person who has had **unprotected direct contact** with secretions of a COVID-19 case (for example, touching soiled hand tissue paper with bare hands);
- d. a person who has had **direct (face-to-face) contact** with a COVID-19 case, **at a distance of less than 2 meters and for at least 15 minutes**;
- e. a person who **has been in an indoor environment** (e.g. classroom, meeting room, hospital waiting room) with a COVID-19 case with no appropriate PPE;
- f. a person who traveled by train, plane or any other means of transportation seated within two seats in any direction with respect to a COVID-19 case; the **travel companions** and the personnel assigned to the section of the plane/train where the index case was sitting are also close contacts.

Rooms designated for the temporary isolation of staff suspected of having Covid-19



- **POVO, VIA SOMMARIVE**: North Building, second floor infirmary.
- **POVO, VIA CASCATA**: Building D, second floor, room CD 04.01, near the bathrooms.
- **VILLA TAMBOSI**: Concierge room at the villa
- **TRENTO, VIA S. CROCE**: Ground floor, TS room.02.02b
- **TRENTO, VC. DALLAPICCOLA**: Office next to the administrative assistants' office



Masks should be worn at all times and eating or drinking should be avoided in such designated rooms.

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