**Sant’Anna Institute**

**Epidemic Prevention Protocol**

**Stay Healthy, Stay Safe**

**Updated February 1, 2021**

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**Message from the President**

Dear Sant’Anna Community,

As the global coronavirus situation continues to evolve, our priority remains the well-being of our community. This document outlines our protocol and standard operating procedures put in place, in accordance with local, regional, and national law in Italy as well as taking into consideration guidelines set forth by the U.S. Center for Disease Control (US CDC). We are committed to providing the safest and most reliable environment for students, faculty and staff to learn and work.

We continue to monitor the situation and developments closely and will be updating this protocol on a rolling basis accordingly. We recognize the many challenges that are being faced for all those involved in Higher Education to reconfigure campus health and safety due to the impact of the Coronavirus epidemic. We strongly believe that continuing to push forward together as a community, Education Abroad will be, globally, a new and improved experience for all.

We wish good health to all persons during these challenging times and thank you again for being a part of our Sant’Anna Community.

Sincerely yours,

Cristiana Panicco

**Commitment to Inclusion**

As we adjust to operating during a pandemic, we reaffirm our commitment to supporting and sustaining a welcoming, respectful, accessible, equitable and inclusive environment for all members of the Sant’Anna community. We stand against xenophobia, incivility, racism, ableism and all forms of bias, harassment and discrimination.

We acknowledge that COVID-19 has impacted members of the Sant’Anna community in different ways and created unforeseen challenges, (e.g. personally, academically, professionally, economically as well as physically, mentally and socially). We understand that this will call for a more thoughtful approach as we proceed. We will seek to find strength across differences to uphold the common humanity that binds us together. We will remain committed to working together to demonstrate equity and inclusivity as we embrace our shared values of excellence, student centeredness, experiential learning, community and civic engagement, and diversity and inclusion.

**Introduction and Guiding Principles**

Three key components of crisis management planning include informed preparation, effective prevention and timely communication. Therefore, in response to the 2020 Coronavirus pandemic outbreak, the Sant’Anna Health and Safety Team has performed a thorough epidemic risk assessment and developed this Epidemic Prevention Protocol (EPP) as an important component of our Corporate Crisis Management Program. The primary goals for Sant’Anna’s EPP and response to the COVID-19 pandemic are to protect students, faculty, and staff, and continue the Institute’s vital mission of international education, service and community engagement.

In addition, we have developed a set of program contingency plans in advance of each program start date to account for current and potential risks. These plans detail how Sant’Anna would adjust our programs in anticipation of heightened health and safety risks. While it is impossible to address every possible scenario, Sant’Anna knows from experience that contingency planning is critical to being able to respond quickly and appropriately when there is an emergency. Our Corporate Crisis Management Plan and program contingency plans are reviewed and updated regularly by our Health and Safety Team.

Sant’Anna also recognizes that epidemics like COVID-19 present unique challenges that require additional layers in our emergency and contingency planning. In light of the pandemic, Sant’Anna has developed this robust and rapidly evolving Epidemic Prevention Protocol for addressing important COVID-19 and other epidemic related issues, such as:

* Specific training for faculty and staff on COVID-19 and other viral epidemics;
* Pre-departure and travel instructions for students and visiting faculty;
* On-site orientations for students and visiting faculty that address COVID-19 specific risks and mitigation measures;
* Supplies and resources such as masks, sanitizers, and washing stations available to mitigate the spread of COVID-19;
* A communication plan for providing COVID-19 related updates to students, faculty, and staff including regular reminders and signage reinforcing preventative measures and standards;
* Ongoing communication and coordination with homestay families and other community partners on preventative measures and requirements; and
* A reporting mechanism for anyone exhibiting symptoms and a plan for management, testing and treatment if required.

Sant’Anna is also prepared to adapt quickly as necessary, particularly in light of COVID-19 and or threat of other epidemic outbreaks. For example, depending on the situation, it may be reasonable to delay on-campus housing, apartment or homestays until after a quarantine period to mitigate exposure risk. Likewise, some programs may need to change excursions or events if conditions warrant. Quarantines and isolation will depend on the Italian government’s policy at the arrival and through the duration of the onsite period in Italy. Whatever the circumstances, Sant’Anna has decades of experience implementing flexible approaches that allow us to ensure safety while also maintaining the integrity and enjoyment of the overall study abroad experience.

The Sant’Anna EPP is also aligned and consistent with the Italian Ministry of Health, the Italian Federal and Region of Naples Government, and the U.S. Center for Disease Control and Prevention. Our knowledge and understanding of the COVID-19 virus and viral epidemics in general continue to evolve, and our policies and plans will be updated as appropriate as more information becomes available. For the the most recent information visit Sant’Anna’s Health and Safety website at <https://www.santannainstitute.com/health-and-safety/>

**Sant’Anna Operational Scenarios**

Sant’Anna has identified four (4) operational scenarios in anticipation of the Summer and Fall 2021 programs. The scenarios range from Scenario 1: A return to campus with routine activity and regular density to Scenario 4: Campus closure and full online course delivery. The four scenarios are:

Scenario 1 – Return to routine campus activities at regular density

* Sant’Anna would hold in-person classes and activities much as they were held prior to the COVID-19 pandemic, with the possibility of preventative measures, including masks and social distancing

Scenario 2 – Return to routine campus activities at reduced density **(Expected for Summer and Fall 2021)**

* In-person classes and activities would resume with preventative measures such as masks and enforced social distancing measures, possibly including mandatory classroom seat spacing, multiple ways to access course content and a limit on the number of individuals allowed at campus gatherings.

Scenario 3 – Campus closure to the public and online course delivery

* All Sant’Anna buildings would be closed to the public and to all students. Distance learning would be enacted for all classes, including the final exam conducted online. Faculty and staff could continue to work on campus, with teleworking options available for some positions.

Scenario 4 – Campus closure, online course delivery and remote work

All Sant’Anna buildings would be closed to the public and all students, faculty and staff. Distance learning would be enacted for all classes, including the final exam conducted online, and staff who could telework would be encouraged to do so. Conditions for this level may include a country-wide or local stay-at-home order.

**Sant’Anna Health and Safety Team Key Contact Information**

Please refer to the following contacts regarding any COVID-19 or other health and safety concerns.

**Mrs. Serena Vacca, Study Abroad Coordinator**

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* EMAIL: [serena.vacca@santannainstitute.com](mailto:serena.vacca@santannainstitute.com)
* OFFICE: First Floor Reception

**Dr. Cristiana Panicco, President**

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**General Administration**

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* ADDRESS: 16 Via Marina Grande, Sorrento (NA) Italy 80067

**Faculty and Staff Training**

All Sant’Anna faculty and staff undergo COVID-19 and epidemic-related training and information sessions at the beginning of each semester and periodically throughout the year as necessary.

The training includes:

* + Introduction to epidemiology and virology;
  + Understanding COVID-19 and its origin, causes, contagion, and symptoms;
  + Guidelines for protection and prevention;
  + Health screening procedures;
  + Emergency case management procedures; and
  + Resources:
* [The Italian Ministry of Health](http://www.salute.gov.it/portale/nuovocoronavirus/homeNuovoCoronavirus.jsp?lingua=english)
* The U.S. Center for Disease Control and Prevention ([www.uscdc.gov)](http://www.uscdc.gov/)
* The U.S. State Department Travel Advisory ([www.travel.state.gov](http://www.travel.state.gov))

**Pre-departure and Travel Instructions**

Prior to coming to Sant’Anna, students and visiting faculty are recommended to adhere to the following pre-departure and travel instructions.

**International Travel**

* Student and visiting faculty travel must be carried out in accordance with international travel protocol and by country policy. Sant’Anna recommends students to travel on the quarantine-free, covid tested Delta flights (see [here](https://pro.delta.com/content/agency/gb/en/news/news-archive/2020/december-2020/delta-to-launch-first-quarantine-free--covid-free-travel-to-euro.html) for more details).

**Health Certification and Testing**

* Program participants are required to take a COVID-19 antibody test in their home country and provide a copy of the test results for reference.
  + Students will be required to self-quarantine (approximately 72 hours) during the time of the test and departure
* If a student is unable to take a test and receive the results before departure or unable to quarantine during the time of the test and departure, they will be required to take a COVID test immediately upon arrival at Sant’Anna and quarantined for 48 hours or until results are ready.
* For those who may have contracted COVID-19, each may be required to take a blood test and provide a copy of the test results for reference.
* For those that have been vaccinated for COVID-19, each are required to provide a proof of the completed vaccination.

**Pre-departure Orientation**

* Students and faculty are required to participate in an online Sant’Anna Study Abroad pre-departure orientation which includes a section on health and safety tips, guidelines and information.

**Hygiene Kit**

* Program participants are required to bring with them a personal hygiene kit that contains personal protection gear and products such as face masks, hand sanitizer, disposable gloves, and box of sanitation wipes.

**Covid-19 Fee**

* The Covid-19 fee of $600 for Fall 2021 and $400 for Summer 2021 (NOT REFUNDABLE even in the case students do not need quarantine) will be added to each student’s total program. Students that have already been vaccinated for COVID-19 before arrival will not be charged the Covid fee.
* The Covid-19 fee will include the following expenses:
  + a **Hygiene Kit**, including personal protection gear and products such as face masks, hand sanitizer, disposable gloves, and box of sanitation wipes.
  + **Dining Kit**, including 2 dishes, 1 bowl, 1 glass, cutlery , 1 cup, and gloves.
  + **Weekly mandatory screenings** during term.
  + *In case of Quarantine:* 
    - *Accommodation*
    - *food service assistance (meals are not included)*
    - *sanification*
    - *assistance to obtain medical supplies*
    - ***Personal Protective Kit****, including surgical masks, face protection and gloves (disposable), germicidal disinfectant and wipes for cleaning surfaces and fabrics, and a disposable bag for biohazardous waste.*

**Arrival Process and Procedures**

**Arrival to Italy**

* Students are required to take a COVID test (either swab or blood) 72 hours before their flight and quarantine from that time until departure
* Sant’Anna recommends students to travel on the quarantine-free, covid tested Delta flights (see [here](https://pro.delta.com/content/agency/gb/en/news/news-archive/2020/december-2020/delta-to-launch-first-quarantine-free--covid-free-travel-to-euro.html) for more details).

**Transfer to Sorrento**

* Upon collecting their baggage, students are to meet and travel with the transfer driver as organized by Sant’Anna Institute.
* Sant’Anna Institute will organize the private transfer with a company that operates in compliance with proper protocol and Italian law.
* Students will be transferred directly to the Sant’Anna Residence Hall.

**Arrival to Sant’Anna Campus & Initial Quarantine**

* Upon arrival to Sant’Anna, students must present their negative test results and a self-certification of the 72-hour, pre-departure quarantine.
  + If a student was unable to take a test and receive the results before departure or unable to quarantine during the time of the test and departure, they will be required to take a COVID test (either swab or blood) immediately upon arrival at Sant’Anna and quarantined for 48 hours or until results are ready. In this case, students will attend virtual orientation and the first lessons online until results are ready.
  + For students that have already been vaccinated for Covid-19 , the above mentioned will not apply. They will need to bring copy of vaccination completed.
* Each participant will receive the necessary materials to sanitize their luggage and personal items before entry to the Residence Hall, apartment or homestay.
* As of September 1, 2020, Italy obliges travelers from specific countries, including the United States, to self-quarantine unless arriving on Delta quarantine-free flights (see more info above); however, this is subject to change.
* In the case that the 14-day quarantine is still required by the Italian government:
  + students will quarantine in an assigned accommodation
  + courses will be organized online and virtual social activities will be scheduled for the initial 14-day period
  + quarantine guidelines administered by the Italian Ministry of Health will be followed

**Other Arrivals**

* For those participants who arrive to Sant’Anna on their own via other means, each must follow the Sant’Anna protocol prior to entry to campus and other facilities.

**Testing**

* Students not vaccinated yet will be administered a test (either swab or blood) within the first week of arrival *(or immediately if unable to take a pre-departure test or pre-departure quarantine as mentioned above)*.
* There will be a daily temperature check registered for each student, staff member, faculty member, and visitor on campus.
* Weekly mandatory screenings will be scheduled during term.
* Students, faculty and staff may also be tested for COVID-19 if they are symptomatic. In this circumstance, Sant’Anna will require testing at a local health analysis lab applying the most recent COVID-19 screening techniques.
* In the case of **a positive test result**, students must be quarantined and follow [the guidelines for ‘solitary confinement’ as outlined by the Italian Ministry of Health](http://www.salute.gov.it/portale/nuovocoronavirus/dettaglioFaqNuovoCoronavirus.jsp?lingua=english&id=230#6), also listed in the ‘In Case of COVID’ protocol section below.
  + Quarantined students will be provided accommodation, food service assistance, sanification, a Personal Protective Kit, assistance with obtaining medical supplies, and other services as deemed necessary. They will attend classes online.

**Orientation and Health & Safety Training**

* Each program commences with a welcome and orientation and health & safety training session hosted on-campus in a classroom arranged with proper social distancing measures.
* The orientation will include a section on the Sant’Anna Health and Safety Protocol and general hygiene policies and procedures.
* Local professionals, for example a general doctor and a psychologist will lead the training in their areas of expertise in order to inform and train students on important health and safety practices.
* Participating students, faculty and staff are required to wear personal protective gear (e.g., face masks) and have personal hand sanitizer.
* The orientation room will be pre-sanitized and equipped with additional hand sanitizer.

**Campus & Accommodations Policies and Procedures**

**General Sanitation and Cleaning**

* Prior to the beginning of each term, Sant’Anna contracts a professional sanitization company to perform a deep clean and preventative sanitation procedure to all campus facilities and spaces. Additional deep cleaning and sanitation may be applied periodically throughout the year as needed.
* Daily and spot cleaning and disinfecting will be applied in high-traffic areas and other areas as necessary.
* For those staying in apartments, a deep clean and sanitation will also be performed prior to arrival and will follow the Italian Government Procedures Manual.

**Entry, Exit and Common Spaces**

* Masks are required to be worn at all times by students, staff, faculty and visitors while in indoor common spaces and transit areas such as classrooms, hallways, kitchen and dining areas. Masks may only be removed if stationary and maintains a one-meter distance from other people.
* Disinfectant dispensers will be located at school entry points and at select stations on campus.
* Entry and exit of all persons through the front gate of the campus will be regulated according to campus protocol and local requirements as outlined below.
* General Access to the Institute:
  + Please ring the bell and communicate your name.
  + Access is allowed up to 5 minutes before the start of the lesson.
  + It will be forbidden to stay in corridors and common areas.
  + People will be subjected to body temperature checks before accessing the institute. Access will be denied to students with a body temperature greater than 37.5 ° C.
  + You are invited to stay at home in the presence of fever (over 37.5 ° C) or other flu symptoms.
  + Access will be forbidden for those who in the last 14 days have had contact with subjects tested positive for COVID-19 or come from high-risk areas according as defined by the WHO.
  + You can access the Institute wearing the mask, sanitizing your hands and following the instructions provided by the staff.
  + At the end of the lesson, leave the classroom without stopping inside the classroom or building.
  + Guests are not allowed in the Residence Hall.
  + Guests are not allowed in the Institute without prior notice.
* Entry / Exit of Students Living in the Residence Hall
  + The Institute is open daily 24/7.
  + Access, Entry and Exit is allowed using the stairs of the Institute in compliance with the appropriate signs that will indicate the distance and according to the procedures indicated above.
  + The elevator in the Residence Hall may be used to access the laundry room.
  + The elevator in the Residence Hall may be used for other purposes upon request to be addressed to the Porter or to staff, always respecting the distance.
  + You may access the Institute after ringing the bell and communicating your name to the porter. You may access the Institute wearing the mask, sanitizing your hands and following the instructions provided by the staff.
  + All students will undergo body temperature checks before entering the institute. Access will be denied to students with a body temperature higher than 37.5 ° C.
  + At any time of entry to campus or Residence Hall, students, faculty and visitors will have their temperatures checked with a thermoscanner and recorded along with their contact information for reference.
  + Elevator protocol will be posted with face masks to be worn and social distance respected. Elevator equipment will be cleaned and disinfected frequently.
  + Class equipment (e.g., microscopes) that is supplied by the Institute for participant use must be cleaned and disinfected before and after each use.
  + Face masks and personal hand sanitizer are mandatory when in campus facilities. Masks may only be removed if person is stationary and maintains a one-meter distance from other people. Information will be provided on [proper use, removal, washing and disposal of face coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) and supplies.
  + Protocol for access and use of the campus terraces and gardens will be posted.
  + Colored and directional tape will signal where people can stand, sit or walk maintaining the required social distance.
  + Access to common areas (vending machines, waiting rooms, etc.) is allowed to a limited number of people, always respecting the safety distance of one meter and reducing the time spent in those spaces (information will be provided by signs posted in the common areas).
  + Continuous ventilation and disinfectant of these areas will also be provided.
  + Each room and common space will be equipped with no-touch trash cans.

**Accommodations**

* Students will be accommodated in single or double rooms in Sant’Anna Residence Hall or shared apartments in town.
* Host families accommodation will only be available to students that have already been vaccinated for Covid-19.
* Rooms will be cleaned and disinfected weekly based on the schedule that will be provided to students.
* H[ealthy hygiene](https://www.cdc.gov/handwashing/when-how-handwashing.html) behavior will be supported by providing program participants with one set of hygiene supplies upon arrival, including soap, hand sanitizer, disinfectant spray, paper towels, tissues, and disinfectant wipes.

**Kitchen and Dining**

* Program participants will receive a calendar with the times to access the kitchen.
* Student access to the kitchen located in the student residence will be limited.
* Continuous ventilation of the room is compulsory as well as the maintenance of the safety distance of 1 meter between persons.
* Social distancing will be guaranteed through special horizontal signs (e.g., 1 meter of spacing between person and person and 1 meter of spacing between the tables).
* Access to the kitchen for breakfast, lunch and dinner will be organized according to a calendar with time slots communicated in advance.
* Distancing and food safety protocol will be posted.
* Colored and directional tape will signal where people can stand or sit maintaining the required distance.
* The kitchen will be disinfected by cleaning staff between mealtimes, according to posted schedules.
* Students will be assigned refrigerator and food storage space, labelled by room.
* Food delivery will be allowed. Students must follow the kitchen access schedule if they wish to eat in the shared dining area. Otherwise, food delivery may be taken to their room or to the terraces or gardens.
* All non-disposable food service items should be handled with gloves and washed with dish soap and hot water.
* Individuals are to [wash their hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) after removing their gloves or after directly handling used food service items.
* Disposable kitchen gloves will be provided for each student.
* Students may use disposable cups, plates, and utensils and or use their designated cups, plates, and utensils that are stored in their room.
* Dispensers with hand sanitizing gel will be placed in the kitchen.
* Each student will be provided with his own Dining Kit. All items will be in ceramic in compliance with the plastic free policy in force at the institute. Students will wash, sanitize and keep the kits in their room.
* Access to the kitchen must be done with a protective mask and in compliance with the assigned time.
* Food will be stored in the refrigerators and freezers or in the kitchen in proper containers and labeled by owner. Food left unattended, open and or unlabeled will be removed immediately in compliance with the hygiene and health regulations
* The student is responsible for washing with detergent soap and storing utensils and cookware used to prepare their own meals, cleaning the kitchen area used and the table where he / she consumed the meal. Soaps, sponges and rolls of disposable absorbent paper will be available in the kitchen. In case of non-compliance with the hygiene rules, the student will be charged the cost of cleaning.
* A buffet-style meal and or parties with more than 10 students are not allowed.
* Students are responsible for keeping the refrigerator assigned to them clean and tidy. In case of non-compliance with the hygiene rules, the student will be charged the cost of cleaning.

**Laundry**

* Reservations are required to use the coin-operated washers and dryers located in the Residence Hall Laundry Room.
* Students may access the laundry room using the lift, one person at a time and in compliance with the distance measures.
* Students must empty the washer and dryer immediately at the end of the washing and drying cycle.
* Each Student is responsible for the cleaning and his or her own items. We recommend using a sanitizing detergent.
* Towels and sheets will be changed weekly and professionally cleaned by an external laundry service, which will certify that the linens are washed with specific detergents.

**Air Conditioning and Heating Systems (School and Residence Hall)**

* In accordance with the SARS-COV-2 ANTI-DIFFUSION SAFETY PROTOCOL FOR ACCOMMODATIONS AND FACILITIES IN THE CAMPANIA REGION, as outlined in:
  + Epidemiological emergency from COVID-2019 - Regional Crisis Unit - ex P.G.R.C. n. 51 of 20.03.2020 - Attachment sub 1 to ordinance n. 51 of 24 May 2020.
* Sant’Anna Institute will ensure:
  + A preliminary cleaning of the systems’ filters, providing replacements if the state of wear is advanced;
  + A periodic maintenance and cleaning plan that guarantees safe use; and
  + To disable the air conditioning air recirculation function.

**Reception**

* Students will be encouraged to schedule an appointment to meet with staff.
* Plexiglass will be installed and/or social distancing in place in the reception area so that students may stop by, as usual, for assistance.
* For immediate support, students may also use the telephones located in the Residence Hall hallways or may phone or video call staff with WhatsApp.

**Classrooms/Labs**

* Classrooms will be set up according to distancing measures, with desks and seating in compliance with local requirements. All equipment and supplies are required to be sanitized with appropriate spray after each use.
* Students and faculty will be required to wear masks in the classrooms. Masks may only be removed if person is stationary and maintains a one-meter distance from other people.
* Desks will face in the same direction (rather than facing each other) and students will sit on only one side of each table, spaced apart.
* The HVAC systems in each room will be adjusted according to new safety regulations, including filters being changed on a more frequent basis as noted above.
* Classroom aeration and disinfecting will be done frequently (e.g., between each class).
* Following the CDC’s suggestions, we will ensure that ventilation systems operate properly, and we will increase circulation of outdoor air as much as possible by frequent opening of windows and doors.
* Group meetings in common areas will be limited and following protocol.
* The cleaning staff performs daily cleaning of premises, environments, workstations and common and leisure areas. The cleaning of one's station is carried out at the end of the shift.
* In order to avoid any contact between the different cleaning staff, the institute has divided the areas of competence of each operator and has posted the list of areas to be cleaned daily in the workstations.
* The cleaning staff takes care of the air exchange of the premises in the morning and during a lunch break or in any case for each break for a sufficient time to guarantee the exchange of air.
* In the case of the presence of a person with COVID-19 inside the school complexes, the aforementioned are cleaned and sanitized according to the provisions of circular no. 5443 of 22 February 2020 of the Ministry of Health.
* The sanitation, in the case of a positive case at COVID-19, is carried out in compliance with the provisions of Circular no. 5443 of 22 February 2020.

**Public Bathrooms**

* Social distancing space will be respected between bathroom sinks with limited occupancy. Bathrooms will be subject to scheduled and spot cleaning and disinfecting.
* Restrooms available to guests will be subject to the cleaning and disinfection procedures in accordance with the following requirements:
  + At the entrance, you will find sanitizing gel dispensers or water-alcohol solutions as well as posting signs containing the reference to the behavioral rules, as well as a worksheet that clearly shows cleaning times and technical data sheets of the products used.
  + Users in transit in common areas or passage areas must always wear masks
  + The use of the services must take place in compliance with the distance and safety measures, avoiding any possible assembly; therefore, access to the service group will be allowed when sinks or shower and toilet cubicles are available, so as to avoid unnecessary stops in common areas or passage areas, guaranteeing respect for social distancing at all times.

**Field Trips and Excursions**

* Academic field trips, cultural excursions, and any collaborations with local tour operators will be selected and carried out according to our health and safety protocol and follow the protocol of the visited sites.
* Virtual activities and events will be organized, as possible, when certain site visits are not feasible.

**Student Life**

* The various student life workshops and activities will be selected and carried out according to our health and safety protocol.
* Such activities may include Book Club, Coffee chats, Arts and crafts workshops, Exploring Sorrento peninsula excursions.
* According to the US CDC suggestions, nonessential visitors and activities involving external groups or organizations will be limited as possible, especially with individuals who are not from the local geographic area (e.g., community, town, city, county).

**Package Delivery**

* Delivered packages will be left at the desk in the entry hall of the school at the sanitation station located in the building entry.
* The recipient will be informed that the package must be sanitized before picking up.
* We will supply spray and paper towels for cleaning the package.
* If this procedure is not followed, the package will not be authorized entry to the school or Residence Hall.

**Mental Health** *(Source:* [*CDC Considerations for Schools*](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html)*)*

* To support coping and resilience, students will be encouraged to:
  + Take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
  + Eat healthy, exercise, get sleep, and find time to unwind and relax.
  + Talk with people they trust about their concerns and how they are feeling.
* Contact the U.S.A. National Distress Hotline: 1-800-985-5990, or text TalkWithUsto 66746.

**General Health and Safety Guidelines**

With safety as our main priority, we are taking every precaution in order for our students, staff and visitors to feel safe during their time at Sant’Anna Institute. Therefore, our Epidemic Prevention Protocol is premised on several general health and safety guidelines.

* All protocols mentioned in this document will be checked and approved by SantAnna Institute’s Certified Safety Engineer.
* Guidelines and recommendations of local, regional, and national authorities will be shared and followed.
* An Increased focus will be put on hand hygiene, including frequent hand washing, hand disinfection supplies readily available, and avoiding unnecessary hand contact
* There will be increased cleaning and hygiene protocols, such as (but not limited to):
  + Avoid touching eyes, mouth, and nose;
  + Cover mouth with elbow when coughing and sneezing;
  + Keep at least one meter away from coughing or sneezing people.
* Exposed surfaces such as door handles, card terminals, and elevator buttons will be regularly disinfected with anti-bacterial liquids
* S[afe and correct use](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) and storage of [cleaning and disinfection products](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) will be ensured.
* Products that meet [EPA disinfection criteria](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) will be used.
* Disinfectant dispensers and disposal units will be offered in public areas.
* Procedures will be followed when dealing with colleagues who are ill.
* Security precautions will be shared that anyone can take to protect themselves and others from COVID-19.
* Regular [announcements](https://www.cdc.gov/coronavirus/2019-ncov/communication/public-service-announcements.html) on reducing the spread of COVID-19 will be sent out
* Messages (for example, [videos](https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html)) about behaviors that prevent the spread of COVID-19 will be used in communications, such as on the school website, in emails, and on school [social media accounts](https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html).

**Voluntary Travel**

* Depending on the Italian and destination jurisdiction policy, students may or may not be able to travel abroad to select areas, regions or countries.
* Students may also be prohibited from travelling out of the country or to certain regions within Italy at the discretion of Sant’Anna Institute according to the health and safety status of the Italian regions and countries outside of Italy during the requested time of travel.
* Students that travel outside of the country will be requested to complete an [online health check and contact tracing form](https://forms.gle/brx96nJ73jabQMWk7) and will be responsible for any government required quarantine and or serological tests upon arrival or return to Sorrento.

**In Case of COVID-19**

In the case where there is a student, faculty or staff member who tests positive COVID-19, there are several protocols and procedures to follow.

**Contact Tracing**

* Given the contagiousness of this virus, students, faculty and staff will be strongly recommended to use the contact tracing app, [immuni,](http://www.salute.gov.it/portale/nuovocoronavirus/dettaglioNotizieNuovoCoronavirus.jsp?lingua=italiano&menu=notizie&p=dalministero&id=4849) recommended by the Italian Ministry of Health. More information about the app can be found in the hyperlink above.

**Isolation Requirements**

* Students, faculty, and staff will be required to self-isolate until further notice under the following circumstances:
  + If they have minor symptoms, such as a cough or fatigue). They will be put in touch over the phone with a doctor, who will assess the nature of the symptoms through a series of questions, whether they resemble more the flu or COVID-19, to give a medical opinion on how to proceed, whether with a swab test, isolation, or other precautions. They will be required to isolate until the doctor makes the assessment (and also isolate after the assessment depending on the doctor’s diagnosis).
  + If they have major symptoms, like a high fever or difficulty breathing. They will be required to take a swab test immediately. They will be required to isolate until the results are in. If the results are positive, they will be quarantined as per the “Confirmed Case” description below.
  + If they have been in recent contact with someone who then tests positive for COVID-19, they will be required to take a swab test. They will be required to isolate until the results are in. If the results are positive, they will be quarantined as per the “Confirmed Case” description below.
  + Anyone who takes a COVID-19 test will be required to isolate until the results are in. They may also be asked to isolate for a period of time even if the results are negative, depending on the discretion of the doctor and/or health authorities.

**Suspected COVID-19 Cases: Reporting and Procedures**

* In the event that a student or faculty is suspected as having contracted COVID-19, Sant’Anna will follow the SARS-COV-2 ANTI-DIFFUSION SAFETY PROTOCOL FOR ACCOMMODATION FACILITIES IN THE CAMPANIA REGION, as outlined in:
  + The epidemiological emergency from COVID-2019 - Regional Crisis Unit - ex P.G.R.C. n. 51 of 20.03.2020. Attachment sub 1 to ordinance n. 51 of 24 May 2020.
* Sant’Anna Institute will manage a **SUSPECTED CASE** as follows:
  + If a student, faculty or staff member experiences fever and respiratory symptoms (e.g., dry cough, sore throat, breathing difficulties) during their stay in the facility or service, she/he must promptly communicate this to the staff, without coming into direct contact if possible.
  + In the case of students, Sant’Anna will arrange a swab test to be administered and the student will be required to self-isolate (approximately 24 hours) until results are ready.
  + In the case of faculty and staff, they will be responsible for arranging their own test and will be required to self-isolate (approximately 24 hours) until results are ready.
* For people who come into contact with a suspected or confirmed case:
  + The institution that becomes aware of a positive case among its faculty, staff, students or guests, present or not in the facility, must immediately contact the local authorities and ASL office.
  + The student, faculty, or staff will be required to take a swab test. They will be required to isolate until the results are in. If the results are positive, they will be quarantined as per the “Confirmed Case” description below.
  + The health personnel who will carry out the assessment of the case will identify all the contacts and will be able to establish the measures of isolation, quarantine and health surveillance for them. The structure, services, and all staff are required to encourage maximum collaboration at this stage, and will implement, as deemed by the health authority, all necessary measures to protect users.
* [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589932092921) will be followed when possible, including the following steps:
  + Report the case to public health authorities.
  + Follow official protocol as established by the region and country.
  + Determine cancellation of classes and closure of buildings and facilities.
  + Communicate with students, staff, and faculty.
  + Clean and disinfect thoroughly.

**Confirmed Positive COVID-19 Cases: Reporting and Procedures**

* In the event that a student or faculty is suspected as having contracted COVID-19, Sant’Anna will follow the SARS-COV-2 ANTI-DIFFUSION SAFETY PROTOCOL FOR ACCOMMODATION FACILITIES IN THE CAMPANIA REGION, as outlined in:
  + The epidemiological emergency from COVID-2019 - Regional Crisis Unit - ex P.G.R.C. n. 51 of 20.03.2020. Attachment sub 1 to ordinance n. 51 of 24 May 2020.
* Sant’Anna Institute will manage a **CONFIRMED CASE** as follows:
  + The facility will promptly contact the Azienda Sanitaria Locale (ASL) Napoli 3 SUD (the Health and Prevention Department, responsible for dealing with local COVID-2019 cases), without prejudice to situations of particular criticality, for example persons with dyspnea or severe breathing difficulties.
  + The student, faculty, or staff will be required to quarantine for the period of time designated by the health authorities.
* COVID-19 Personal Protective Kit
  + A COVID-19 Personal Protective Kit must be made available at Sant’Anna for use by those with COVID-19 symptoms or for those caring for an affected person.The kit includes the following elements:
    - Surgical masks for the patient and type FFP2 for those who provide assistance;
    - Face protection and gloves (disposable);
    - Germicidal disinfectant and wipes for cleaning surfaces and fabrics; and a disposable bag for biohazardous waste.
* For people who come into contact with a suspected or confirmed case:
  + The institution that becomes aware of a positive case among its faculty, staff, students or guests, present or not in the facility, must immediately contact the local authorities and ASL office.
  + The student, faculty, or staff will be required to take a swab test. They will be required to isolate until the results are in. If the results are positive, they will be quarantined as per the “Confirmed Case” description.
  + The health personnel who will carry out the assessment of the case will identify all the contacts and will be able to establish the measures of isolation, quarantine and health surveillance for them. The structure, services, and all staff are required to encourage maximum collaboration at this stage, and will implement, as deemed by the health authority, all necessary measures to protect users.

* [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html" \l "anchor_1589932092921) will be followed when possible, including the following steps:
  + Report the case to public health authorities.
  + Follow official protocol as established by the region and country.
  + Determine cancellation of classes and closure of buildings and facilities.
  + Communicate with students, staff, and faculty.
  + Clean and disinfect thoroughly.

**Quarantine *(updated August 27, 2020)***

* The Italian Ministry of Health recommends the following guidelines for people in solitary confinement (quarantine):
  + Anyone with suspected or confirmed COVID-19 infection should stay away from other [residence] members, if possible, in a well-ventilated single room and should not receive visitors.
  + The caregiver should be in good health and should not have any illnesses that put him/her at risk if infected.
  + [Residence] members must stay in other rooms or, if this is not possible, maintain a distance of at least 1 meter from the sick person and sleep in a different bed.
  + Caregivers must wear a surgical mask carefully placed on their face when they are in the same room. If the mask is wet or dirty due to secretions, it should be replaced immediately, and they should thoroughly wash their hands after removing it.
  + Hands should be washed thoroughly with soap and water or a hydroalcoholic solution after every contact with the patient or his/her surroundings, before and after preparing food, before eating, after using the bathroom and whenever they appear dirty.
* In order to minimize the risk of contagion, the patient is obliged to:
  + Wear a surgical mask in the presence of other people;
  + Minimize contact with other people and be directed to an isolated environment with the door closed, ensuring adequate natural ventilation (exclude the air recirculation system, if possible);
  + Any delivery of food, drinks or anything else will be carried out leaving what is necessary outside the door;
  + The entry of personnel into the same environment, in the event of urgent needs, must be limited to what is strictly necessary and with an obligation to use the appropriate personal protective equipment (mask, gloves, visor);
  + Eliminate any material used by the sick guest (for example, paper tissues used) by her/himself in a bag closed by her/himself, which must be disposed of together with any infected materials that may have been produced during the intervention of the healthcare professional; and
  + Depending on the severity and situation, patients may be required to follow the local ASL guidelines and may quarantine in different location.
* For people who may have symptoms, been in contact with someone with COVID-19, or who they themselves have covid-19, we will follow the regional protocol above as well as [*suggestions from the CDC regarding quarantine or isolation*](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html)when possible.

**Coursework**

* If a student is symptomatic or tests positive for COVID-19, or needs to quarantine, coursework will be organized virtually for that individual student.
* If a professor is symptomatic or tests positive for COVID-19 and a substitute is not available, coursework will be organized virtually for the class for the necessary amount of time.
* If there is no initial quarantine required by the Italian government at the time of the arrival of students, classes are planned to be in person. If there is an initial quarantine or any students cannot attend the start of classes for health or travel restrictions, the classes will also be offered to those students online until they are able to join in person. Classes will also be carried out online for any students that are required by their home university or voluntarily choose to self-isolate or return home.

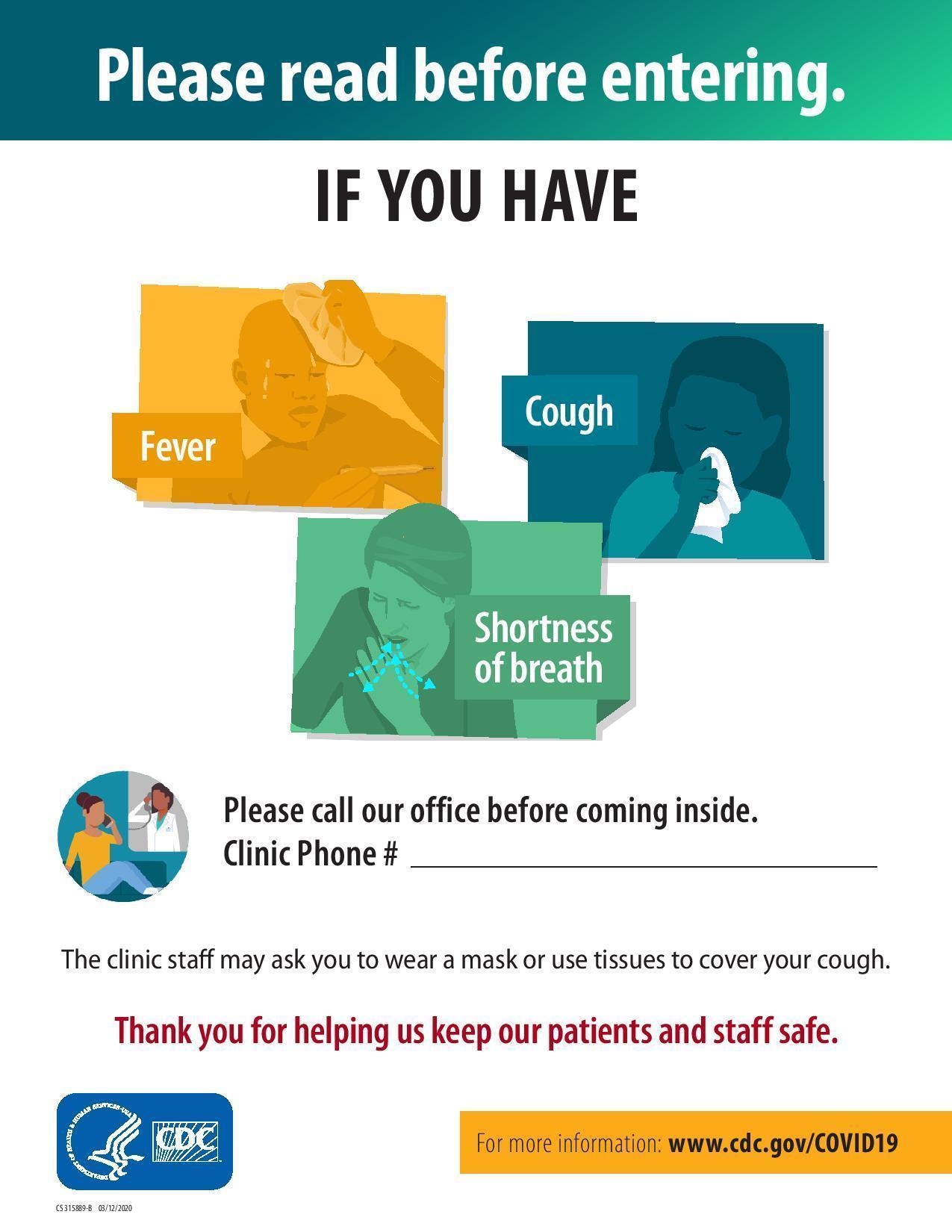
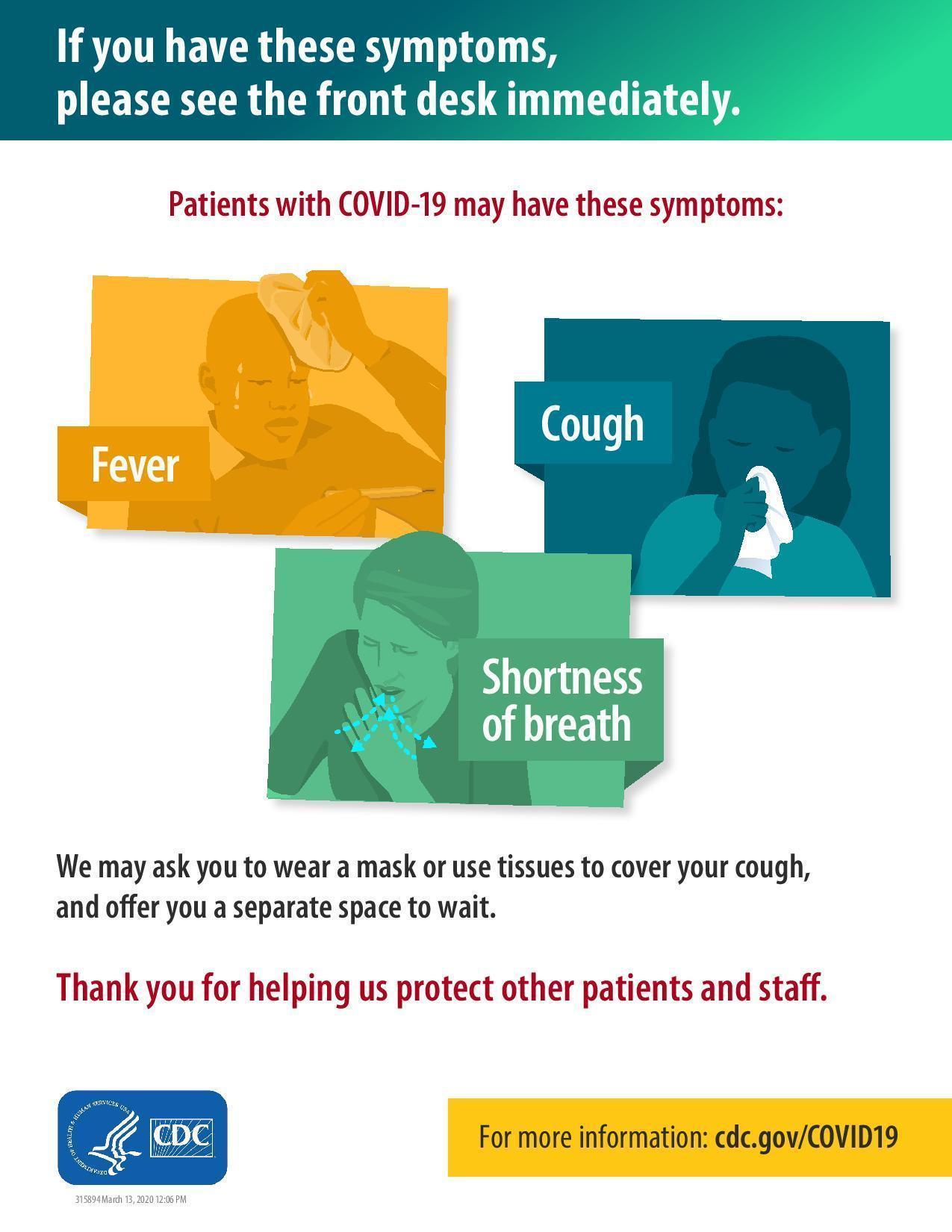
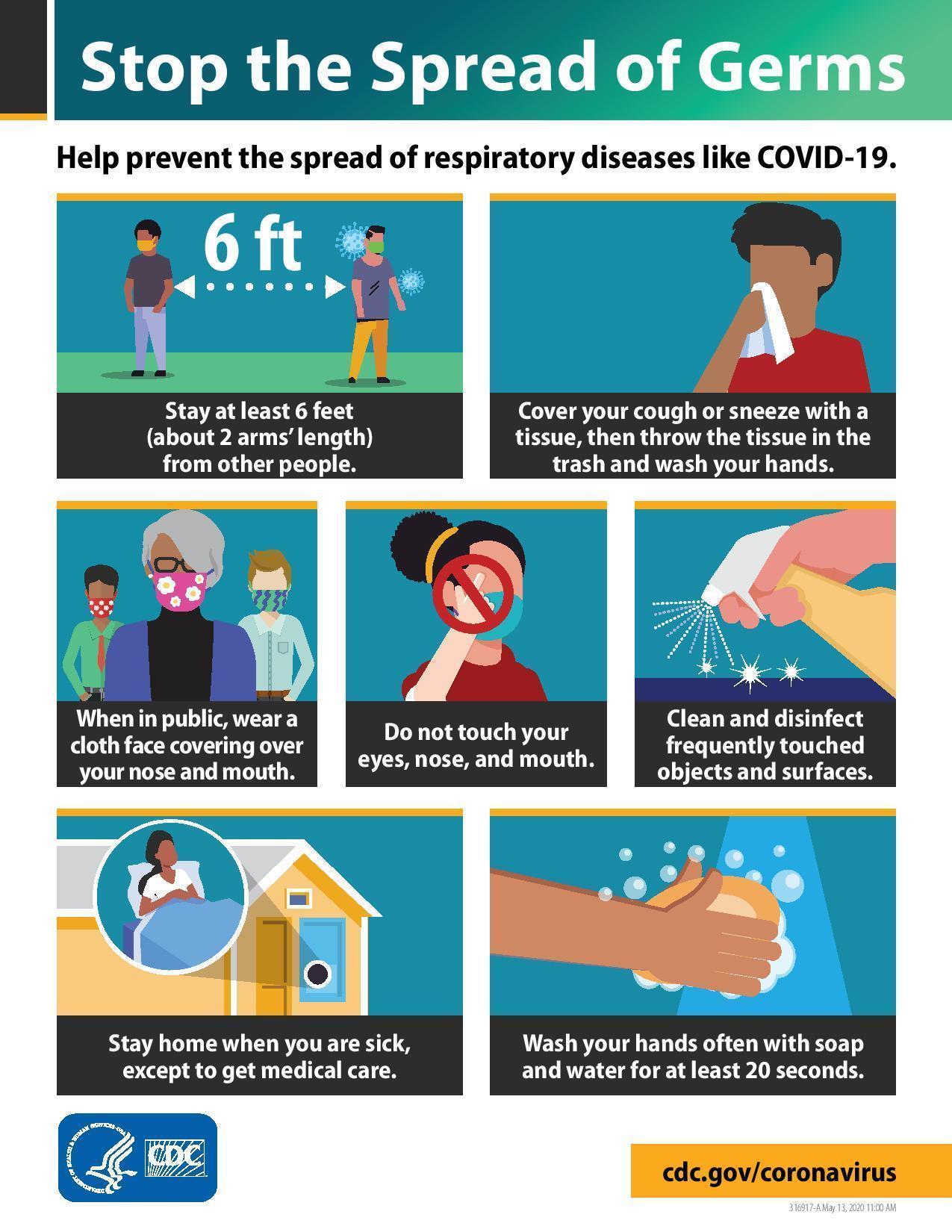
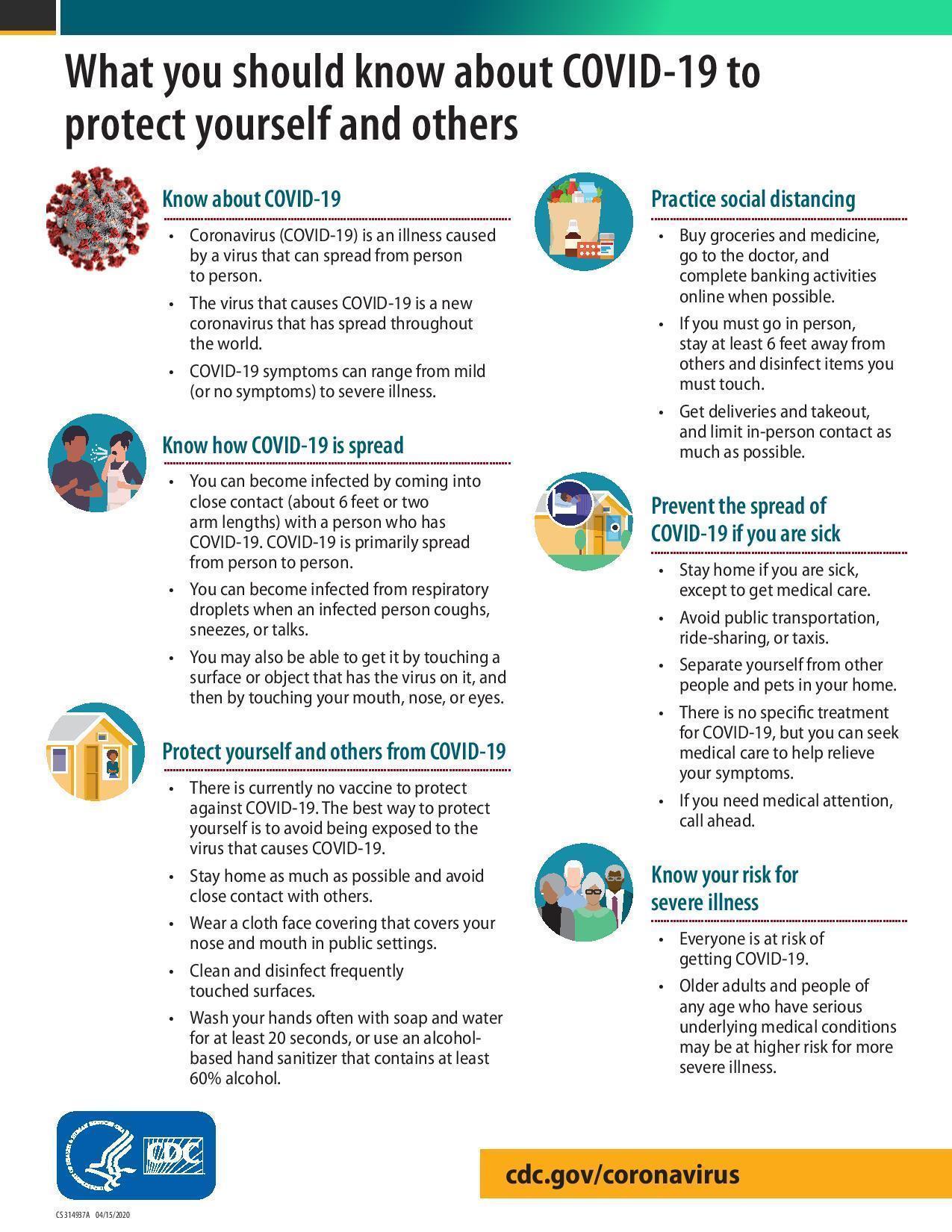
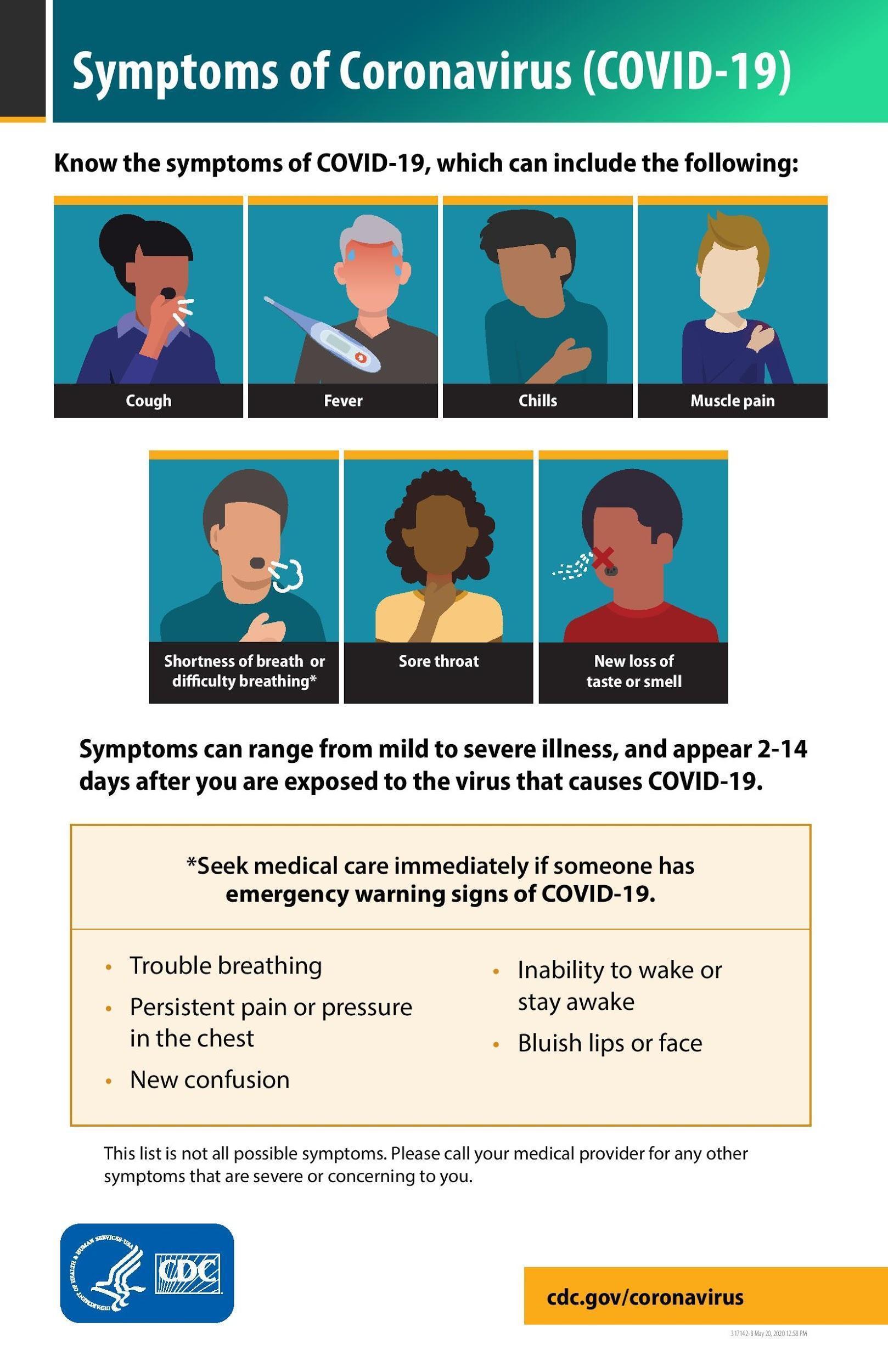
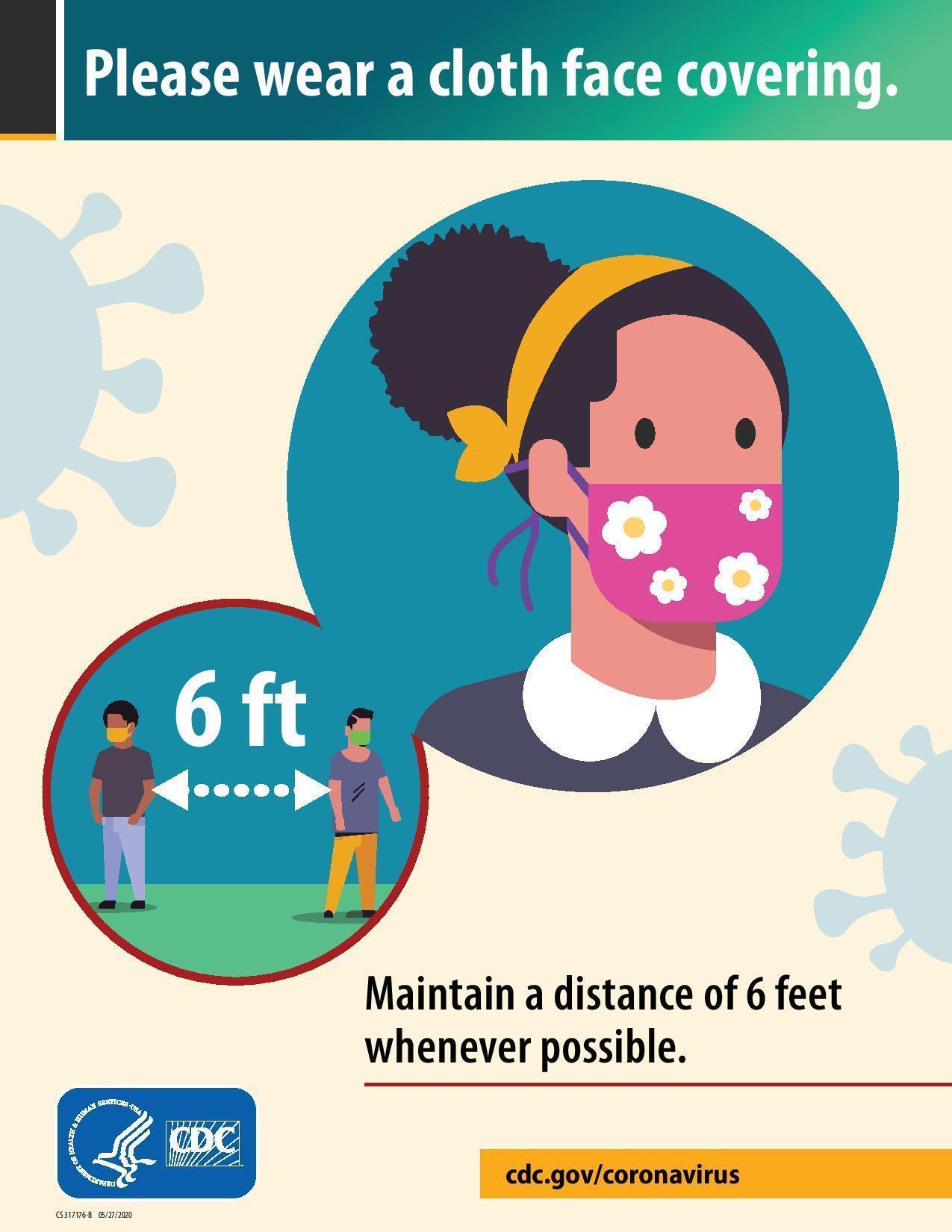
**High Risk for Severe Illness from Covid-19**

* In order to protect students and staff at higher risk for severe illness from COVID-19, including older adults and people of all ages with certain underlying medical conditions, options will be offered that limit their exposure risk (for example: virtual learning opportunities, telework, modified job responsibilities that limit exposure risk).
* *Consistent with applicable law, policies will be put in place to protect the privacy of people at* [*higher risk for severe illness*](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) *regarding underlying medical conditions.*

*\*Please note that this document was last updated on February 1, 2021, is subject to change, and is valid until further notice.*

**APPENDIX: Signage (US CDC)**

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