



## **Centro Vipassana Dhamma Atala**

*meditazione Vipassana come insegnata da S.N. Goenka nella tradizione di Sayagyi U Ba Khin*

### **HEALTH SECURITY PROTOCOL**

#### ***Prevention of the diffusion of the SARS-CoV2 virus (COVID-19) at Dhamma Atala, Italy***

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## 1. INTRODUCTION

**1.1. Aims** This document aims to support the activities at the Dhamma Atala Meditation Centre in Lutirano, Marradi, Italy in order to mitigate the risk of transmission of the infection from Covid-19 with the purpose of protecting all of its users.

**1.2. Areas of application** For the purposes of this document, by "activities" at the Dhamma Atala meditation centre in Lutirano means all the activities foreseen by the Association's Statute including (not a complete list):

- teaching of the Vipassana technique
- all voluntary service activities (for example: registration, reception, cooking, catering service, cleaning and sanitizing, maintenance, gardening) to support teaching activities.

All those who are users of the Centre (hereinafter called *users* ) are:

- Volunteers
- Teachers
- Students 4

Users' access to the centre will be regulated by the indications given in the Health Security Protocol, except that users who are teachers will be able to enter without online registration.

*Suppliers and maintenance professionals* may have access to the centre without undergoing temperature checks or sign self-declaration forms as governed by the rules relating to the performance of their professions.

**1.3. Periodic updating** This document has been prepared on the basis of current information available and the provisions in force on the publication date on the title page. It will be subject to revision in case of changes to the aforementioned sources and / or on the basis of the experience accrued during the application phase. The revisions of the protocol will be proposed at the periodic meetings of the Trust (Executive and Executive Committee) and, if approved, implemented.

## 2. STRUCTURE OF THE PROTOCOL

**2.1. Basic aspects of prevention** The following protocol is divided into 4 essential points for the correct conduct of each activity in compliance with the prevention of the spread of the Covid virus 19. They are:

- **Social distancing:** keep a minimum distance of 2 meters; if not possible, always use a mask.
- **Personal hygiene and materials to use :** wash your hands often with hot water and soap for at least 40 seconds; do not touch your eyes, nose and mouth with your hands; cough or sneeze into a tissue and throw it away immediately in a pedal bin with a lid; coughing in the crook of the elbow; always sanitize items used (computers, printers, desks, etc.) when you have finished using them.
- **Cleaning and sanitizing :** we call "cleaning" the usual procedures for using cleansing detergents on all surfaces; "Sanitization" is the use of sodium hypochlorite and alcohol on all surfaces; "special sanitization" is the global sanitization process by an external certified company in the event of any user positive with the virus. In case of special sanitization, all environments will be sanitized which the infected user has accessed.

The cleaning and sanitization processes will be carried out as and when described in the cleaning and health sections. All cloths used for cleaning / sanitizing (if not disposable paper) will be washed at 60° C with the addition of sodium percarbonate.

- **Information :** all users will be informed about the prevention procedures adopted at the centre and the use of PPE through a training session (talk / slides). Each user will be given the Health Security Protocol upon arrival which will be signed for ( **Appendix 1** ) ; they will keep it for all their stay at the centre and will return it on departure.

**2.2 Specific instruction sheets** Every area of activity (office, kitchen, dining room, laundry, meditation hall, dormitories, bathrooms, tool shed) will have a short clear list of the rules to be observed, on how to perform cleaning and sanitization, on how to prepare materials and how to use them.

Use of PPE will also be illustrated and instructions on how to use it will be given. Those cards will be designed to give a clear and visually effective summary of the contents of the procedures and instructions of detail, referred to in paragraphs from 3 to 8. ( **Appendix 2** )

**2.3.Signs** To facilitate memorization and improve the effectiveness of preventive and hygiene measures, as well as training and information for users it is planned to put up posters in specific places in the Centre (for example in the dining rooms, in the entrances to the meditation hall, in the dormitories, etc.) and for specific activities (for example: cleaning bathrooms, washing dishes, etc.). ( **Appendix 3** )

## 2.4. Supervision and checking

### 2.4.1. Cleaning and sanitizing

Cleaning and sanitizing measures will be detailed on a schedule called a "**Sanitization chart**" ( **Appendix 4** ) for each environment (for example: dining room, meditation hall, dormitory, bathrooms, kitchen ") with the signature of the volunteer in charge and of the person in charge of the security measures. This schedule will then be kept in the "Cleaning and Sanitizing" folder in the office, in the lockable cabinet until the end of the emergency health measures.

### 2.4.2. Temperature checking

Each user of the centre will have their body temperature measured by digital thermometer once a day. No record of users' temperature will ever be kept. It will be the responsibility of the user to promptly communicate any change in their health.

### 2.4.3. Roles and tasks at the centre

**A. Prevention manager (Centre manager or appointed user)** A head of prevention measures appointed by the trust will be present at the centre. The responsible person must ensure that the centre's activities are conducted according to the 4 general prevention points mentioned in point 2.1

The presence of a manager at the centre over time will be ensured by a **timetable** that covers at least the month following the current one. The Trust is to appoint a responsible contact amongst its members who will make sure that the timetable for the following month is covered by sufficient volunteers to fill the role, also with rotating volunteers. He will also have the task of training the person responsible for prevention in relation to the checking and supervision tasks that they must carry out. They will personally or through a delegate will:

- Collect the **self-certification forms and a copy of the identity card** upon a user's arrival and put them in the "Prevention records" folder in the locked cabinet in the office;
- Make sure that every user who arrives at the centre is **registered** with the authorities, as already happens during courses;
- Identify users who have expressed their willingness to help in an **emergency** and give them adequate training in relation to PPE and procedures;
- **Give** each user a copy of the **Health Security Protocol** with a receipt to be signed;
- Check that sanitization has been carried out and that the **sanitization chart** has been completed and initialed by the server assigned for each room. In turn, the prevention manager will sign the chart every day on the corresponding row on the date of execution of the works. He will store the completed charts in the appropriate folder in the locked cupboard in the office. Charts should be kept.;
- Check that all users of the centre apply the **provisions of the Protocol** on social distancing, hygiene and sanitization;
- **Check** that **signs** are displayed and replaced if damaged (also as reported by the course manager).

### **B. Sanitation manager (Course manager or appointed user)**

Will:

- **Take** body **temperature** once a day of everyone at the centre;
- **Sanitize** (with disposable cloth and sodium hypochlorite) handles, grab bars, switches, and ventilation in the meditation hall several times a day
- **Sanitize** stair handrails, bathroom switches, bathroom door handles once a day in the afternoon (in the morning servers will do this).

### **C. Sanitation materials manager (Laundry server)**

Will :

- **Prepare** the sodium hypochlorite / alcohol 70%, distributing it in the appropriate bottles;
- **Check the supply** of materials;
- **Check** the proper **functioning** of gel dispensers and replace in case of damaged ones.

## **3. CENTRE ACCEPTANCE PROCEDURE**

### **3.1. Online registration**

Applications must be submitted by filling in an online form. In the online form you may be asked, among other things, to adhere to the conditions for prevention Covid-19 health emergency or other specific needs that may arise as needed, both for mandatory reasons and by independent decision of the Centre, for a more formalized management of access and residence at the Centre. ( **Appendix 6** - Self declaration form)

### **3.2. Arrival**

Each user who arrives at the centre will have their temperature before being admitted.

You may only enter the centre with a temperatures below 37.5°C

After checking temperature, the user will be registered according to the internal procedures and documentation by a manager or their representative. Sensitive data will be stored by the manager in a special folder in a locked cupboard in the office. The names of the users will be notified promptly public authorities in order to facilitate the identification of persons subject to limitations aimed at reducing the risk of contagion.

**3.2.1. Social distancing** At the reception table it is always mandatory to respect social distance (at least two meters between one person and another).

Spaces where users can sit and fill in the forms will be identified by means of place signing.

To facilitate compliance with social distancing, entry and exit routes will be differentiated with the help of tape on the floor

The registration server and the arriving user will both wear masks.

**3.2.2. Personal hygiene** Upon registration, individual protection devices will be given to all users if they have not brought them themselves (gloves, masks), together with instructions on how to use them and on the behavior to be followed at the centre ( **Appendix 7**).

Both at the entrance and at the exit to the reception area, users are required to wash their hands with soap and water or to use the gel provided by the Association.

Baggage left outside the registration area (office) and vehicles must only be moved by their owners.

### **3.2.3. Training for users**

**3.2.3.1. Video / Slides** All users will be trained by means of a video / slides which illustrate all the preventive aspects that arise in addition to the usual health procedures related to HACCP: hygiene measures, sanitization measures, ordinary use of PPE and procedures for the treatment of a possible symptomatic case.

## **3.3. Suppliers**

A method for checking goods must be agreed in advance with suppliers, which will allow the Centre to make returns, complaints and other forms of protection normally carried out on delivery of goods, but which currently - for reasons of social distancing, etc. - may not be possible in the presence of the supplier or their representative.

Suppliers will therefore be required to agree to the loading and unloading procedures for goods prior to arrival at the Centre (for example, they may be required to arrive, in their own vehicle, in the square in front of the kitchens and unload the material on specially prepared trolleys, in order to avoid or reduce close contacts) and in general to management procedures for service providers (repairs, maintenance, consultancy etc.).

All such communications must be explicitly agreed to by the supplier and must therefore be recorded (e.g. email, fax etc. and receipt of acceptance). In the event that the supplier has its own procedures and instructions for the management of deliveries, it will be the responsibility of the Centre:

4. To request and keep the documentation certifying the fulfillment of the supplier's requests;
5. Evaluate whether these requests are compatible with the Centre's internal procedures and, if not:
  - b. coordinate with the supplier to make delivery possible and safe;
  - c. record and keep the documents certifying all of the above.

Users in charge of the pantry tidying and storage will have to work with gloves and a mask, and on completing the work, wash their hands thoroughly with soap.

**6. KITCHEN** All the procedures relating to the paragraphs concerning the kitchen will be designed and executed in order to also follow the provisions of the HACCP regulations. A specific instruction sheet ( **Appendix 2** ) will be available in the kitchen and will give clear instructions on how to clean and sanitize the area and the equipment to be used. The sanitization chart in the office will detail the list of works performed daily and will be filed in the Sanitization folder in the Prevention file.

### **6.1 Social distancing**

All users involved in kitchen service must use masks and keep a social distance of two meters as much as possible.

### **6.2 Personal hygiene and materials in use**

The use of gloves will be necessary to handle organic waste (emptying the bins) or when the goods from suppliers are handled. Upon completion of the specific task, gloves must be disposed of, turning them inside out, and washing hands. In the kitchen, everyone will wash their hands frequently (every 60 minutes the kitchen manager will remind everyone to wash hands). As far as possible, we should try not to pass kitchen utensils from hand to hand. The kitchen should be aired frequently, possibly leaving the doors and windows open and fly screen closed.

### **6.3 Cleaning and sanitizing**

#### **6.3.1. Dish washing**

Dishes and cutlery are to be washed by hand and then passed through the dishwasher at 80°C.

Pots and anything that cannot be put in the dishwasher must be washed thoroughly with hot water and dried with disposable paper towels. All dishcloths and kitchen cloths will need to be changed every day.

#### **6.3.2. Surfaces and floors**

Ordinary cleaning is detailed according to the procedures normally already in use at the centre and according to the specific instruction schedules.

### **6.3.3. Ordinary sanitization**

A sanitization server will take care of sanitizing several times a day, and after each meal in the kitchen clean, with sodium hypochlorite and disposable cloth (or clean cloth) all surfaces frequently used (handles, bars, push-button panels, trolleys, etc.).

### **6.3.4. Deep cleaning and sanitization**

Periodically (deep sanitization interventions will be scheduled every 10 days)

### **6.3.5. Special waste disposal**

Special waste (used tissues, masks, gloves) must be closed in bags and disposed of in the non-recyclable waste bins.

## **6.4. Information**

Signs displayed in the kitchen

Specific instructions sheet displayed in the kitchen

## **7. DINING ROOM**

### **7.1. Social distancing**

#### **7.1.1. Those eating meals**

The seating in the dining room will be 2 meters apart. The room will have a predetermined maximum numerical capacity; any excess numbers can be managed either with a double shift or with outdoor tables.

Each user will have an assigned seat that will not change for the entire period of their stay in the centre.

Access to the room will be ordered, the users will line up in front of the entrance door keeping the safe distance.

The floor in front of the buffet will be marked with adhesive tape indicate the position to allow for safe distance.

After having sanitized their hands, the user will take the first free marked position ahead of them (in front on the first course; in front of the salads, in front of condiments...).

Users will be served by the meal service staff and will not themselves touch the food.

They will find their assigned seat at the table set with cutlery, glass, napkin and individual condiments. The glasses will be left in place by each user and will be changed at the end of the day by the service staff in the hall.

#### **7.1.2. Those serving meals**

One or more users will be assigned to serve the meal to the other diners who will not touch anything that is on the table. Users assigned to table service will wear a mask, gloves, gown, and cap. The buffet will be set up on one side only, with the appointed users serving the food by arranging it single-bowl portions, so that each diner can be served without touching anything. They will set each diner's place with individual cutlery, glass and napkin, salt, oil and vinegar. They will have at their location (first / second / salads / dessert, ..) a stack of dishes to serve the portion intended for the user who will receive the dish directly from them and will not touch anything else.

### **7.2. Personal hygiene and materials in use**

Each user will disinfect their hands at the entrance with the gel placed on the table at the entrance or wash their hands with soap and water in the adjoining bathroom. At the end of the meal, the diners will clean the food residue from dishes and put dishes and cutlery on the trolleys without washing them. They will leave the individual condiments and the glass at the seat assigned to them.

### **7.3 Cleaning and sanitizing**

All dishes, glasses and cutlery must be washed and sanitized in the dishwasher, including items that have not been used, if there is a possibility that they have been touched or otherwise exposed to infection All the surfaces most

frequently touched will be cleaned with sodium hypochlorite (concentration of 0.1% bleach) or alcohol (70%) and with a disposable cloth after each meal. All trays used by diners will be sanitized with sodium hypochlorite or alcohol. The toilets will be cleaned frequently and sanitized after each meal with sodium hypochlorite. The floor will be washed with normal floor cleaner. Door and bathroom handles externally and internally must be cleaned with sodium hypochlorite after each meal with disposable cloths, or cloths washed with the addition of *Napisan*.

#### **7.4. Information**

In the dining room, signs will be hung in the relevant places to remind people of the preventive hygiene measures, the maintenance of social distancing, and instructions on how to arrange themselves in the room, how meals will be distributed and where to place dirty dishes. **Specific instruction sheets** and **cleaning charts** will also be available to users assigned to dining room service.

### **8. DORMITORIES**

#### **8.1. Social distancing**

Each user will be assigned a single room if possible and an individual toilet.

Signs will be placed on the floor in front of the common washbasins to indicate the right positions in respect of social distancing.

#### **8.2. Personal hygiene and materials in use**

Users will be reminded by signs to wash their hands often, for example before retiring to the rooms and before going to the common areas. Guests will bring their own sheets and pillow cases from home.

#### **8.3 Cleaning and sanitizing**

**8.3.1. Ordinary cleaning and sanitizing of rooms** Users will be responsible for the cleaning and sanitization of their accommodation throughout their stay in the centre. Specific instructions and sanitizing materials will be present in each room (Specific instruction sheet). If the toilet is shared with other users, those who use it must sanitize it with sodium hypochlorite and a disposable cloth any surfaces they touch (handle, switch, toilet seat).

**8.3.2. Extraordinary cleaning and sanitizing** In the case of a symptomatic user, the room occupied by him or her will be deep sanitized, or sanitized with the help of a certified external company.

#### **8.3.3. Cleaning and sanitizing common areas**

Users responsible for cleaning will take care of the sanitization of common areas (bathrooms) and all the elements that in common areas come into contact with users most often (handles, grab bars, switch panels, handrails, etc.) A Specific Instructions Sheet will list the actions to be taken. Several times a day an assigned server (course manager / server) will take care of sanitizing with hypochlorite and a disposable cloth the surfaces and all the elements often used.

#### **8.4. Information**

**Signs** with a list of the general provisions will be posted in the passageways, at the entrance of the rooms, in the bathrooms.

**Specific instructions sheet** (in rooms and bathrooms)

### **9. MEDITATION HALL**

#### **9.1. Social distancing**

##### **9.1.1. Regulated access to the hall**

One user at a time will have to enter the lobby to the hall, leave their shoes and jacket, sanitize hands with gel and enter the hall.

The same procedure on exiting the hall, only one person at a time in the lobby.

**9.1.2. Spacing in the room** The meditation cushions will be placed at a distance of 2 meters from each other.

#### **9.2. Personal hygiene and materials in use**

Sanitizing gel will be available to users in the lobby of the mediation hall and they will have to use it before entering



the room. A server will clean the door handle with sodium hypochlorite or alcohol after the entrance / exit of all users. Each user of the hall will bring their own additional cushions and blankets from home

#### **9.2.1. Use of shawls, cushions and clothes hooks**

Each user will bring their own personal shawl from home. The cushions can only be used with the appropriate covers. The covers must be washed before each new use by another user. Particular attention must be paid to the clothes hooks: each user will have a designated hook sufficiently spaced from others so as to prevent contact between hanging clothes. Should this not be possible, plastic bags will be provided so that each user will cover their jacket with the bag every time it is hung up.

### **9.3 Cleaning and sanitizing**

#### **9.3.1. Daily cleaning**

Daily cleaning of the environment of the meditation hall (lobby and hall) will be carried out in the normal way procedures already in use in the regular running of the centre and with normal detergents. The use of mats will be avoided in the lobby. In case of rain they will be changed every day. The small pedal rubbish bin in the lobby will always be strictly closed and emptied every day or several times a day as needed.

**9.3.2. Ordinary sanitization.** Door and window handles, light switches, lobby furniture surfaces will be cleaned several times a day with sodium hypochlorite or alcohol by a designated user (course manager).

**9.3.3. Special sanitization** In the event of a case of symptomatic users, the entire room to be subjected to extraordinary sanitization: the room emptied of cushions and blankets, floors, door handles, switches, blankets and pillow covers replaced. If it proves necessary, you can request the intervention of a sanitization firm.

#### **9.3.4. Room ventilation**

**9.3.4.1. Windows and fans** The windows will be kept open for as long as possible. It is recommended to keep at least two windows always open, one for women and one for men.

**9.3.4.2. Air conditioning system** A monthly sanitizing and sanitizing filter intervention is foreseen according to what is provided for in the ISS Covid 19 - N ° 5 Report.

**9.4. Information** Information signs will remind users of the general preventive health measures

**Specific instruction sheets**

## **10. LAUNDRY**

The servers in charge of the laundry will maintain social distancing and will apply the personal hygiene rules that apply throughout the centre.

### **10.1. Cleaning and sanitizing**

Sheets, towels, dish towels, towels can be washed according to normal procedures and with detergents usually used. All the cloths used for the sanitization will be washed with the addition of Napisan or sodium percarbonate.

### **10.2. Information**

Signs

Specific instructions sheet

Cleaning chart

## **11. OFFICE**

### **11.1. Social distancing**

Workstations will be spaced at least two meters apart and will normally be assigned to the Manager of the Centre and the Head of Prevention. Users will follow the prevention provisions while keeping their distance. Users who are not office workers will remain at the door without entering the office. They will be admitted to the room only if

security conditions can be met

### **11.2. Personal hygiene and materials in use**

Office users will wash their hands or use the sanitizing gel before and after work.

### **11.3. Cleaning and sanitizing**

The task of office users is to sanitize the workstation at the end of their work by cleaning the surfaces and the objects they have touched with a disposable cloth soaked in a sanitizing agent.

### **11.4. Information**

Information signs

Specific instructions sheet

## **12. EMERGENCY PROCEDURES IN THE EVENT OF A SYMPTOMATIC USER**

### **12.1. Notify the authorities**

In the event that a user has a fever above 37.5°C and / or when he/she feels a change in his/his state of health, they must immediately notify the manager and will remain in isolation in their accommodation.

The person responsible, protected by PPE (see PPE list below), will check the condition of the user and promptly inform the competent health authority (COVID regional emergency telephone number 1500) following the indications. As soon as possible the user will leave the centre with his own means or with the help of the emergency contact indicated on the self-declaration form who will be immediately contacted by the manager.

### **12.2. Contact with a symptomatic person**

Any forms of assistance, connected to unspeakable needs, must be carried out by good people health, who have given consent to carry out this task in their self-declaration. They will pay particular attention to washing their hands thoroughly before and after contact with the person or with the permanence environment especially if you possibly come into contact with fluids (secretions rations, urine, feces) of the patient. Have the used paper tissues disposed of directly in the waterproof bag.

### **12.3. Personal protective equipment for dealing with symptomatic cases**

FFP2 type mask

Visor for face protection

Disposable gloves

Full body suit

Overshoes

Disinfectant / germicidal wipes for cleaning fabrics and surfaces

Disposable bag for biohazardous waste