



UNIMORE PROVISIONS AIMED AT CURBING AND CONTAINING THE SPREAD OF COVID-19

Introduction

This information note is the update of the version approved by the Academic Senate on 12.05.2020; like the previous one, its purpose is to identify and disseminate the conditions adopted within the University for the implementation of the measures to curb and contain the spread of Covid-19 in workplaces. As a related document, its terms of validity and scope are defined in **Covid-19 Emergency - Guidelines for Phase 3**.

It applies to all organisational structures of the University, to all buildings hosting activities of the University of Modena and Reggio Emilia, and to anyone in the buildings as long as the emergency for Covid-19 pandemic continues. It does not apply to the buildings and activities of the departments inside the University Hospital, as they are governed by the health and safety provisions applicable to the hospital buildings.

1. OPERATING PROCEDURES COMMON TO ALL ACTIVITIES

1.1 UNIMORE admission procedure

All provisions issued by the healthcare, political-administrative authorities, and the Rector **for access** to the University **must be observed**. More specifically:

- the authorisation request to enter UNIMORE facilities is subject to the acquisition of all necessary competences on the measures for curbing and containing Covid-19 provided by the University, including in particular the conditions of greater risk and correct procedures, such as the use, removal and disposal of the protection equipment provided.
- **access or stay is strictly precluded to anyone with a temperature higher than 37.5° and/or with other symptoms associated with COVID-19**, such as **cough, tiredness, loss of appetite, myalgia** (muscular pain), **diarrhoea, ageusia** (no taste) and **anosmia** (loss of smell), **headache**, or other respiratory symptoms like sore throat or dyspnoea (breathing impairment)
- Before **accessing the facilities to perform their work activity**, the staff (employees, hired-out employees, research fellows, scholars, PhD students and graduating students) must **send the form** stating the absence of symptoms of flu and/or fever, that they are not in quarantine or fiduciary isolation under healthcare surveillance, the type of activity and schedule of attendance, and the awareness that any change to these conditions must be immediately reported through the same procedure used when sending the form (Annexes 1 and 2, SELF-DECLARATION FOR ACCESS TO THE UNIVERSITY).

The form must be sent via e-mail to the Director General/Department Director or Centre Director/Director of the facility. Self-declarations shall be kept for the entire emergency period in compliance with privacy policies.

- students are **authorised to access the facilities for teaching activities (laboratories, exercises, focus groups, etc.) as per schedule communicated by the contact professor**; when accessing a UNIMORE facility for the first time, they shall **sign the SELF-STATEMENT FORM - or hand over a signed copy - FOR STUDENT ACCESS TO UNIVERSITY** (Annex 3).

- **the safety distance of at least 1.5 metres must be observed** between people inside all work places when at University;

- people must **wear** a face mask if other people are in the room (as a precautionary measure, wearing a face mask is recommended in any case in closed environments) and should regularly **wash and sanitise their hands**;

- all personnel working at the University shall attend a Training Course on the use of anti-COVID safety measures, available online at: <http://dolly.sicurezza.unimore.it/mod/page/view.php?id=166> at COVID-19 emergency point. The Course will be made available online also to all students accessing the University facilities, who will be encouraged to take it.

- **you must immediately report** any dangerous situation that may occur even during the work activity, from the lack of hygiene aids to the appearance of symptoms associated with COVID-19 (fever, respiratory symptoms, etc.) In the last case, social distancing must be immediately ensured between the people present;

- employees who have **tested positive to COVID-19** may return to work only subject to the receipt of a communication with a medical certificate proving a negative COVID-19 test result, in compliance with the provisions and issued by the competent local Prevention Department.

1.2 How UNIMORE accesses are managed

In all university buildings, access to all facilities for authorised people only must be strictly regulated and monitored, by encouraging staggered entry and exit of personnel and students, preferably by setting different entry and exit points, in order to avoid gatherings and/or overcrowding, in particular in time stamp areas, communal areas and passageways.

At the entrance of each building, a temperature measuring system will be implemented; access will be prohibited if the temperature is higher than 37.5° C; the system will be activated as soon as possible, giving priority to those buildings hosting teaching activities or with students.

In order to allow for a correct and regular hand sanitisation, alcohol hand sanitiser dispensers will be provided and the position of soap wash basins will be marked.

Each facility will be responsible for setting up a control procedure at entry points by adopting any measure useful to track the attendance inside the building, both incoming and outgoing.

For example, the following measures may be adopted:

- ✓ **badge access,**
- ✓ **set up of a register (even a virtual one).**
- ✓ where a census system for the occupation of spaces is already in place and after authorising the access, the staff shall provide for accurately filling out the relevant forms according to the instructions given by each single facility based on their specific features.

The opening and closing hours of the facilities are provided in *Covid-19 Emergency - Guidelines for Phase 3*. All staff is invited to use the stairs when moving up and down between floors. The use of lifts is reserved to disabled people, the elderly or people with diseases that make it difficult for them to walk or imply efforts.

All access and conduct rules also apply to the **external staff**, i.e. to everyone accessing the University venues, for example to perform works and provide services including maintenance, repair, test, etc. (such recommendations shall be included in the DUVRI, a document for the evaluation of interference risks) or for the delivery of supplies.

Toilets shall be reserved to the maintenance staff from a sanitisation procedure to the next one, based on the time of stay in the facility to perform their duties.

For the loading and unloading activities required, the carrier shall keep the distance of at least 1.5 metres and wear a face mask. The delivery of goods shall be managed directly by the recipient(s) of the parcels or outside the main building (for instance, close to warehouses).

1.3 Managing a COVID-19 case with symptoms at UNIMORE

If a person at the University develops symptoms associated with COVID-19, s/he must immediately report it to his/her manager; s/he must be immediately provided with a face mask - if s/he has not got one yet - (any EU face mask shall be replaced) and immediately isolated from the other people; s/he shall also be identified and possibly isolated from the other people present in the venues. The subject will be invited to **go straight home, and recommended to contact his/her general practitioner.**

The general practitioner will decide what measures shall be taken. In the event of a Sars-CoV-2 diagnosis, the doctor will report the case of infectious disease to the Public Health Authority, which will trace the contacts of that person.

Because personal data on people health are included in the applicable law on Privacy (GDPR Regulations 2016/679, Leg. Decree no. 101/2018 and no. 196/2003) as sensitive data, the the Department Director or Manager shall communicate the person's name only to the Prevention and Protection Service and to the Technical management, in order to activate the sanitisation procedure. If the individual is an attending student, the Department Director or Manager, with the support of the Professor of the practical exercise class, collaborates with the healthcare authorities to define any "close contacts" of the individual who has tested positive to COVID-19, in order to enable the Authorities to apply the required and appropriate quarantine measures. During the investigation, UNIMORE is entitled to ask any possible close contacts to leave the building as a precautionary measure, in compliance with the instructions of the healthcare Authority.

Access to the room(s) visited by the subject positive to COVID-19 shall be prohibited until the sanitisation procedure is complete, and this will be carried out by a **qualified company** in accordance with the provisions of circular letter no. 5443 of 22 February 2020 by the Ministry of Health. The rooms shall undergo a full cleaning with water and common detergents before being used again.

2. PERSONAL HYGIENE PRECAUTIONS

It is of the utmost importance, and also compulsory, that people at University adopt correct conduct that helps social distancing and hygiene precautions in order to minimise contacts with surfaces that are potentially contaminated with the virus. To this purpose, the following measures are required:

- 1. Ensure an appropriate distance between people: Keep a distance of 1.5 metres AT ALL TIMES,**
hugs and handshakes are prohibited.
- 2. A face mask (Annex 5) must be worn in common areas, when there is more than one person in the room and/or you are close to other people.**
- 3. A proper and frequent hand hygiene:** it is a crucial measure to prevent the infection! Hands are sanitised both by washing them with soap and water (Annex 4) and disinfecting them with hydro alcoholic solutions (Annex 4) available in the various rooms.
- 4. A frequent air exchange, mainly communal areas, where possible compatibly with the climatic conditions and the characteristics of the environment.**
- 5. A proper sanitisation of all surfaces and the work tools,** in particular if of common use, before and after using them, by means of chlorine or alcohol disinfectants.

3. CLEANING AND SANITISATION

Pursuant to the circular letter 5443 of 22 February by the Ministry of Health:

Cleaning – it means cleansing with a water and detergent solution. **Sanitisation** – it means the decontamination or reduction of the viral load by means of disinfectant solutions - ref. **UNI 10585: 1993**.

Cleaning and sanitisation may be carried out separately or through a single process by using dual-action products; it is important to remove the dirt or traces of dirt that may make the whole process ineffective.

When carrying out cleaning activities, the staff and the cleaners must wear a face mask and gloves.

The administration provides for cleaning materials and products as per 3.1, as well as for the independent disinfection of the toilets.

3.1 Environments and surfaces

Daily cleaning and weekly sanitisation shall be done in: communal areas (halls, corridors, cloakrooms), libraries, studies, and offices.

In the venues mentioned above, where access is allowed to multiple members of the staff/users, even if based on quotas and keeping the social distance required, cleaning and **sanitisation** of areas and surfaces shall be carried out daily. As regards **individual work stations**, at the end of the use every single user shall be responsible for sanitising the station used for the next user to come.

In classrooms and teaching laboratories (indicated in the teaching offer plan), and research laboratories, cleaning and sanitisation shall be carried out on a daily basis, whereas toilets next to classrooms and laboratories shall be cleaned and sanitised twice a day. The remaining toilets shall be cleaned and sanitised once a day.

The daily cleaning of environments/areas shall refer to the most frequently touched surfaces (e.g. desks, chairs, handles, phones, computers, keyboards...).

At the end of the work activity, all users are invited not to leave anything on the desk or work surface so that the cleaning staff can clean/sanitise them easily. At the end of the shift, you are also invited to clean the most used surfaces (from door and window handles to commonly used tools when in shared areas). Alcohol-based disinfectants are available for that purpose. Cleaning activities shall be carried out wearing a face mask and gloves.

3.2 Communal areas

Access to the following Unimore communal areas is prohibited: cafeteria, refreshment areas, etc.

Vending machines will be available again but people are not allowed to stay next to them to eat/drink the products in order to prevent gatherings.

3.3 Cleaning operations in the event of a suspected case of COVID-19

The relevant instructions are outlined in section 2.3 “Managing a COVID-19 case with symptoms at UNIMORE”

3.4 Ventilation systems

As a general rule, ventilation and summer A/C systems, both centralised in the building or in part of it, as well as portable devices, **may be turned on only** in those environments where the research activity or specific conditions required by equipment and tools need controlled climatic conditions, and in environments hosting a single user, or with multiple users if a non conditioned air may represent a serious risk for the health of workers.

A frequent air exchange is recommended in all environments hosting work stations and staff.

For all types of systems available at the University

- air handling units;
- primary air units and fan coil units;
- air recirculation units;
- air extraction units;
- heat recovery devices;
- single or multi-split units;
- portable A/C devices;

the cleaning/replacement operations of fan coil unit filters, AHU filters, and air supply terminals are confirmed, as well as maintenance operations of air extractors that are already scheduled and planned once a month and twice a year.

3.5 Heating systems

For heating and winter A/C systems, **the operating instructions contained in the ISS Covid no. 33/2020 report will be implemented**

4. PERSONAL PROTECTION EQUIPMENT (PPE) MANAGEMENT

4.1 Face masks

Keeping in mind that the data currently available is unanimous in stating the importance of social distancing, please be reminded of the need to observe the organisational measures adopted by UNIMORE, which provide for a safety distance of at least 1.5 metres

Anyone accessing UNIMORE facilities is required to wear a face mask during the stay and when carrying out the activities. All employees and students carrying out laboratory activities will be provided with surgical face masks (one for each work shift), through procedures set by each Department/Facility.

In addition to surgical face masks, FFFP1, FFFP2, and FFFP3 filter face masks are also allowed (and are compulsory in specific cases), and pursuant to current provisions they must be of NO-VALVE type. People wearing a filter face mask WITH valve shall also wear a surgical face mask.

Students carrying out classroom activities are allowed to wear all types of face masks including the European ones that will be admitted exclusively in this specific case.

For your health and a conscious use of the face mask, please ensure that:

- the mask is correctly worn, following the instructions provided by the person in charge of distributing them and on the website: <http://www.spp.unimore.it/site/home.html> (Annex 5)
- you have it on when accessing communal areas or there are other people around
- when not in use, you take it off and lay it on a clean surface with the internal part facing up
- you replace it after a day at work (or in any case if it is damaged or wet)
- **you dispose of it properly in the general waste bins that have been specifically provided in the facility.**

4.2 Disposable gloves

Where required, disposable gloves are provided. The use of these devices is like a barrier, avoiding the direct contact with potentially infected surfaces or materials. **WARNING:** wearing gloves may easily give a false sense of safety and for this reason the HWO has been strongly advised not to use them, recommending an accurate hand hygiene instead. UNIMORE agrees with the above recommendation.

Should gloves be required, we recommend the following:

- do not touch parts of your body or personal objects while wearing gloves
- sanitise your hands both before wearing gloves and after taking them off
- take the gloves off in a correct manner (that is without touching your hands or other parts of your body with the gloves, in order not to frustrate their protective effect) and dispose of them properly. To that purpose, follow the instructions provided by the person in charge of distributing them and on the website: <http://www.spp.unimore.it/site/home.html>, (Annex 6).

4.3 Face shield or visor

UNIMORE provides for the use of visors when the safety distance indicated in the guidelines cannot be observed for long periods of time (>15 min.) or in environments with occasional occupants (occasional occupants are people using the room from time to time or who have not been in it the day before, like attending a meeting).

The face shield is handed over to the user, who shall also be responsible for their required maintenance and disinfection, and shall keep it in view of a later use, without returning it at the end of the shift.

4.4. PPE disposal

Users shall dispose their personal PPE (face mask and gloves) properly by closing it in the original bag or in specific bags.

Also tissues, which cannot be disposed of in paper waste bins, must be put in specific bags for the purpose.

Specific containers with cover (possibly pedal-controlled) have been specifically provided with a double bag inside where face masks, gloves, used tissues, paper and disinfectant wipes shall be disposed of. The container shall indicate the intended use (FACE-MASK ONLY, etc,) and (GENERAL WASTE) (Annex 7).

After disposing of the PPE, a proper hand sanitisation is always recommended.

The staff operating in healthcare companies is invited to follow the relevant corporate instructions and procedures.

If PPE has been used to manage a COVID-19 case (or alleged case), it shall be collected separately from the ones indicated above and be clearly marked when delivered.

5. ORGANISATION OF WORKING ACTIVITIES

5.1 Internal mail

The staff in charge of good or mail transportation and delivery shall perform their duties wearing a face mask at all times and sanitising their hands frequently. Once the daily delivery is complete (or at the end of the shift), vehicle cabins shall be cleaned and sanitised, and in any case the operation shall be done before the vehicle is used by other people.

5.2 External mail and document delivery

If you need to deliver a paper document (possibly put it in an envelope), please leave it in the letterbox, after informing the staff in charge by phone; the person in charge will pick it up safely and confirm receipt.

5.3 Front office activities

Front office activities that are carried out in many facilities (concierges, libraries, teaching and student offices, international relations office, URP, etc.) shall be ensured, but performed safely for the operators and users by implementing specific organisational measures (bookings, regular appointments on site, etc.) like regulating the flow of users in communal areas (e.g. waiting rooms of Registrar's Offices, info points, etc.) in order to avoid unnecessary contacts.

All front offices shall be provided with transparent barriers (e.g. polymethylmethacrylate, polycarbonate) in order to ensure a suitable protection to operators and users. Every front office point shall be provided with:

- surgical face masks;
- alcoholic gel for hand sanitisation;
- surface disinfectant product;
- specific container for the disposal of single use equipment.

Please refer to the provisions of section 4.3 applicable to all activities for the measures on PPE disposal

5.4 Teaching activity

To curb the spread of COVID-19, UNIMORE has decided that teaching activities will be organised partially by remote and partially on-site (face-to-face).

Traditional lectures will be held remotely, whereas some small group activities such as practical exercises, various types of laboratories, tutoring activities and internships will be organised in face-to-face mode also providing for any required shift if spaces do not allow for the necessary distance between people.

5.4.1 Face-to-face teaching activities

Once the shifts have been defined and/or the work groups have been created, professors and students are invited not to switch their shifts and assigned workstations.

Inside the buildings, students must be provided with a face mask and keep social distancing. They are required to enter early before the start of the teaching activity, in order to perform all access procedures (see §1.1 and §1.2) starting with measuring the temperature. Please note that on your first entry you must deliver or sign a SELF-STATEMENT DOCUMENT FOR ACCESSING THE UNIVERSITY. After checking their attendance, students should directly go to the classroom/laboratory where they will carry out the scheduled activity, in order to prevent gatherings in the hall. At the entrance in the classroom, professors will indicate the assigned workstation to each student, and they must remain the same for the whole activity.

All tools used by multiple students shall be sanitised at the end of the practical exercise, and possibly after every use, even during the activity.

Users are encouraged to sanitise their hands more frequently. Equipment like computer keyboards, touch-screen displays, control panels of laboratory equipment, etc. must be covered with a transparent film in order to make sanitisation easier. When using optical microscopes, at the end of the practical exercise the staff in charge shall sanitise the eyepieces with hydro alcoholic solutions. The same microscope cannot be used by multiple users during the same practical exercise.

If a microphone is required, it shall be protected with a latex glove or a transparent film, for example. In the laboratory, if a distance of less than one metre for longer than 15 minutes is required for carrying out practical exercises, a face shield shall be used in addition to the surgical face mask for the time during which keeping the distance is not possible.

At the end of the practical exercise, students are invited to leave the room following the professors' instructions and always strictly observing social distancing.

Teaching (and research) activities taking place "on the field", that is outdoor shall be carried out by observing the physical distance measures and adopting the protection measures (face masks or visors, if the 1-metre distance cannot be ensured). Also in this case, the tools and equipment required for the activities shall be cleaned and disinfected at every change of user and in any case at the end of the day as for indoor activities. With regard to reaching the place of the practical exercise, means allowing for a proper distancing between travellers are recommended, and if an overnight stay is required, please contact reception structures that issue a self-statement certifying the implementation of the safety protocol containing anti-Covid-19 measures.

5.4.2 Examinations and degree final examinations

Examinations will continue to be held remotely.

If face-to-face examinations are organised for specific reasons (e.g. competitions), or for degree examinations or master-degree examinations, the President of the Board will identify - possibly in collaboration with the teaching coordinator, a room in which the social distance of 1.5 metres, in accordance with the university applicable regulations.

When identifying the required spaces the following should be taken into account:

1. 2 metres are required between the Board and the applicant's workstation. This allows the examinee to take off his/her face mask during the exam. The mask shall be put it on again at the end of the examination;
2. behind the examinee, people must be placed at a distance of 1.5 metres;
3. applicants shall be called by taking into account any breaks of examination sessions (morning/afternoon) and the group of people attending for each applicant.

As a matter of fact, **at degree sessions, each applicant can invite additional 4 people** to attend his/her dissertation. The names of the attendees (for tracing purposes) shall be communicated **well in advance** (2-3 days before the Degree session) to the teaching coordinator who will hand over the list to the concierge for the authorisation to access the facility.

Access to the room is reserved to the board members, authorised staff, students who will take the examination, as well as their guests with the obligation to **sanitise their hands and wear a face mask** for their entire stay in the room. The room shall be aired regularly.

During degree examinations, due to a considerable increase of people in the building, diversified incoming and outgoing paths shall be identified and only the ritual photos may be taken by specifically authorised photographers. Live streaming sessions and computerised connections may be set up anyway.

Classrooms shall be provided with at least:

- alcoholic gel for hand sanitisation;
- surface disinfectant product;
- transparent film for covering university devices (including the microphone) that will be used during the examination.

Classrooms shall be sanitised at the end of the activity.

5.5 Research activity

The person in charge of each research group activity shall implement the prevention and protection measures outlined below:

- guarantee the social distancing that - given the type of activity requiring the need to move inside the room - shall require a **per capita surface of 10 square metres and a distance between people of 1.5 metres**. If a higher number of people than those allowed based on the established criterion is expected to carry out activities in the same room, shifts will be needed accordingly;
- confirm the obligation to wear the **usual PPE** used for laboratory activities, and also set the obligation to wear a **surgical face mask** if more than one person is in the laboratory. This means that:
 - a) you need to have a surgical mask with you
 - b) you need to wear disposable gloves because of the use of the equipment by multiple students or protect them with a transparent film (taking care to remove it or sanitise after use)
 - c) you need to wear a lab coat

Where the distance of 1.5 metres cannot be guaranteed, still the presence of two people is essential for the activity, the person in charge of the research activity shall set the obligation to wear a shield face mask, in addition to the surgical face mask (or, alternatively, an FFFP2 mask without valve nor goggles).

In the laboratory, hand sanitisation products shall be provided, and you must sanitise your hands before wearing PPE and using the tools, especially those used by more people.

Respiratory PPE shall be replaced even before the end of the work shift if they are clearly wet or damaged.

At the end of the activity, the staff shall sanitise the surfaces (benches, hoods, work surfaces, etc.) using the disinfectant made available.

The person in charge of activities in which SARS-Cov-2 or contaminated material is used within their research projects, as already provided for by the university regulations, are responsible for communicating to the PPS in which rooms the activity is carried out and which procedures are implemented, by entering the required data in the LimeySurvey risk analysis plan.

5.5 Library activity

For the Library System and all the activities aimed at guaranteeing access to the facilities and the use of services, please refer to the detailed operative note of the SBA Director, on the activities to carry out and the conduct to observe in libraries, in accordance with a specific healthcare protocol agreed with the competent bodies.

5.6 Seminar activities, congress meetings and events with an audience

Without prejudice to the provisions in 5.4.3 (Degree Examinations), these activities are in general suspended unless for exceptional cases that may be authorised subject to request submitted to the facility Manager, motivating the request and presenting a management plan for the event. In any case, the responsibility for the organisation of the event lies with the organisers who shall supervise both the organisation and the development of the event, as is always the case.

The EVENT MANAGEMENT PLAN shall indicate whether the event will be held outdoor or indoor, in which building, and how the following will be managed:

1. entrances and attendances (including the storage - under the privacy policy - of the lists of people attending the event for 20 days);
2. availability of alcoholic gel for hand sanitisation at the entrance;
3. obligation to wear face masks;
4. information notice on the conduct to adopt (or specific signs);
5. social distancing with or without the presence of support staff (with management tasks of room or outdoor area);
6. the availability of fire-prevention and first-aid staff.

The event shall be communicated in advance also to the Prevention and Protection Service and Technical management. The latter shall also be informed of any cleaning and sanitisation requirements to be carried out before and after the event.

5.7 Special activities (gardeners, animal care takers, workshops)

The existing provisions apply to all normal activities planned in the botanical garden (in case of multiple people present, obligation of social distancing and the use of surgical face mask and face shield where distancing would not be possible).

For those people operating in animal facilities no additional rules to the existing ones are provided.

The same provisions of research laboratories also apply to workshops.

5.8 Transfers using administration's or personal means of transport

Only one person on the vehicle is strongly recommended.

If strictly needed, the maximum number allowed is two people. In that case, the passenger will sit on the right hand side rear seat (both seats shall be provided with disposable covers). Anyone using University vehicles shall always wear face mask and gloves.

5.9 Other activities

On-site activity shall be organised by ensuring that in each room there is only one person or in any case the distance of 1.5 metres between people is observed.

Workers shall be provided with a face mask to wear when accessing communal areas and for the entire work shift, except for activities carried out "alone", and if this would not be feasible, the single work stations shall be provided with protection/partition panels as already indicated for front offices.

6. HEALTHCARE SUPERVISION

On 29 April 2020, a Circular letter of the Ministry of Health was issued, containing the operating instructions on the activities of the specialist physician, within the measures for curbing and containing the spread of SARS-CoV-2 virus in work environments and in the community.

The University pays special care to fragile subjects when managing healthcare surveillance, both in relation to age, and previous diseases, as these factors are associated with an enhanced susceptibility to the development of more serious clinical cases and complications following the SARS-CoV-2 infection. In particular, the various duties of the specialist physician include in particular healthcare surveillance within a peculiar context such as the current pandemic period.

6.1 Medical check-ups

Medical check-ups that cannot be postponed or are urgent shall be given priority, such as:

- preventive medical check-ups, also in the pre-assumptive stage;
- medical check-ups upon employee's request;
- medical check-ups when changing role;
- medical check-ups before the return to work after a sick leave longer than 60 consecutive working days.

Periodical medical check-ups have resumed regularly (art. 41, c. lett. b) whereas the visits scheduled at the end of the employment may be postponed subject to the evaluation of the doctor, for those cases provided by the applicable regulation (art. 41, c. 1 lett. e)

6.2 Diagnostic tests

All diagnostic tests that may expose to the risk of COVID-19 infection are suspended, including spirometry and other checks that cannot be executed in suitable environments and with suitable protection devices.

On the day scheduled for the medical check-up, employees must not have fever and/or any other symptoms associated with SARS-CoV-2 infection.

6.3 “Frail” employees

Employees suffering from chronic pathologies or with a combination of illnesses, or with diseases that may cause them to be weaker to the risk of COVID-19, should request a visit to the Specialist Physician, pursuant to Art. 41 c. lett. c. as described in one of the following sections, in order to check whether further health protection measures are needed during work.

To help reconcile private and work life of staff with relatives in conditions of weakness against the risk of SARS-CoV-2 infection, priority is given to offer them a full-time smart working opportunity.

All employees are invited to report this condition of weakness to the specialist physician.

6.4 Medical check-up for employees under conditions of weakness

The foregoing Circular letter of the Ministry of Health specifies that employees should be made more aware to request a visit by the specialist physician, under Art. 41 c. 1 letter c. (visit upon request) in order to inform him/her on any change of their state of health, as well as on the persistence of diseases (even if already known by the competent doctor) that may determine a weaker condition against the risk of SARS-CoV-2 infection.

On the occasion of the medical check-up, the employee must show the medical documentation relating to the diagnosed diseases, to support the Specialist Physician's assessment.

Below is a non-exhaustive list of the conditions to be taken into account, based on the documents of the Italian Society of Labour Medicine (SIML note of 17/03/2020 “Operating instructions for Specialist Physicians in middle, small and micro businesses in relation to the identification of extremely susceptible individuals”) and AIDII:

over 60 years old (SIML), immuno-compromised individuals, people with chronic pathologies such as cancer, hypertension and other chronic cardiovascular or respiratory diseases, diabetes, severe obesity or basic medical conditions, in particular if not properly monitored, such as kidney failure or liver disease. As a precautionary measure, pregnant women should be assessed, too.

6.5 Medical check-up for employees who have suffered from COVID-19

Employees who have suffered from COVID-19 and have been hospitalised have the obligation to undergo a medical check-up under Art. 41, c. 2 lett. e-ter of Leg. Decree 81/08 as amended and supplemented (check-up on request), regardless of the duration of their sick leave, in order to check that they can perform their work duties. The check-up is carried out subject to the submission of Coronavirus negative certificate, in accordance with the procedures and issued by the local competent Prevention Department.

6.6 Returning to Italy from abroad

Please be reminded of the obligations resulting from national regulations for all citizens travelling back from foreign Countries. Please follow the instructions specified in **Covid-19 Emergency - Guidelines for Phase 3. For any updates on countries with prohibition to entry and conduct to observe for people travelling to Italy, please visit the website: WWW.SALUTE.GOV.IT/VIAGGIATORI**

More information is also available at the following links of the Public Healthcare Department of Modena Local Health Authority (AUSL):

- <http://www.ausl.mo.it/coronavirus-numeriutili>
- <http://www.ausl.mo.it/flex/cm/pages/ServeBLOB.php/L/IT/IDPagina/39389>

7. PSYCHOLOGICAL ASSISTANCE

UNIMORE is aware of the possible emotional issues that its employees may experience when going back to work.

For this reason, the counselling service of the university is available remotely (via Skype, Google Meet, WhatsApp and mobile phone video call) and as in the past it is intended for University employees who are experiencing psychologic situations of organisational inadequate wellbeing, as well as stressful situations due to related work, burn out, mobbing:

(<http://www.benessereorganizzativo.unimore.it/site/home/sportello-ascolto.html>).