

**Operating instructions for resuming
face-to-face teaching activities
starting from 8 March 2021**

This document integrates the Guidelines for PHASE 3 approved by Ministerial Decree no. 664/2020

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Based on the epidemiologic trend of the contagion and classification of Regione Emilia Romagna in the risk zone as per Prime Ministerial Decree of 14 January 2021*, these provisions are adopted by the University. They will be put in place immediately based on the Orders adopted every week by the Ministry of Health.

Introduction

Following the Rectoral Decree no. 664/2020 (Guidelines Phase 3), this document adopted last August 2020 aims to show the procedures and the rules to observe in the university facilities, in order to organise face-to-face teaching activities starting from the 8 March 2021, as per resolution by the University bodies last December 2020.

Please note that the first and most effective safety measure is that everyone constantly and carefully behaves in a responsible manner by:

- ✓ observing hygiene standards and social distancing;
- ✓ always using PPE in a proper manner;
- ✓ maintaining the workplaces clean and sanitised (also by taking individual actions).

¹ The provisions contained in this document take into account what laid down in Leg. Decree no. 2 of 14 January 2021 on “*Additional urgent provisions on containing and preventing the COVID-19 epidemiologic pandemic and holding the elections for the year 2021*” that, among the other things, in Art. 1 paragraph 2 extends to 30 April 2021 the state of emergency, by proposing again, to the purpose of determining the restrictions on mobility on the territory and exercisable activities, the provisions already adopted on the assessment of the epidemiologic trend and data based on which, by order of the Ministry of Health, regions are classified in three risk zones

The indications contained in this document must be observed by all Departments and all University facilities. These provisions also apply to all teaching and research areas within the facilities not owned by the University, but are used by the University for different purposes to carry out its activities. Exceptions are the areas within the University Hospital, to which the provisions adopted by the Hospital apply.

Each Director/Department Director shall publish them and make them available to all the people of the facility.

To the purpose of the highest safety, all activities carried out in University areas must be scheduled and previously authorised by the Director/Head of the Facility.

Preliminary measures to resume face-to-face teaching activities

The week before resuming the activities listed in “Specific measures”, the rooms in which the activities will be carried out shall be accurately cleaned.

If cases of Covid-19 occur later, the involved spaces will be immediately closed. The rooms/laboratories occupied by the person positive to Covid-19 and the adjacent shared spaces will be subject to a specific sanitisation procedure.

Furthermore, the document here attached and drawn up by the University Prevention and Protection Service specifies the conduct to adopt, the safety measures to observe, and the required PPE to wear when accessing the facilities.

General measures

1. Information

The University shall inform - also in English - all people attending University facilities on the prevention and protection measures implemented, also via electronic means (website, emails, dedicated webinars, etc.) and by making available information leaflets and codes of conduct aimed at curbing Covid-19. **Suitable panels and posters are provided to help manage the incoming and outgoing flow of people and draw the attention on the necessary safety measures.**

2. Access to University facilities and rules of conduct

University facilities may be accessed through entrances subject to quotas in each building; multiple entry and exit points may be provide; entry points must be attended and monitored.

The social distancing of at least **1 metre** between people should always be observed in entry and exit points of the buildings, as well as in holding rooms and areas, and any gatherings of people must be avoided.

Entry points shall be defined and indicated by means of clear signs.

More specifically:

- 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
- only people wearing a surgical face mask or a mask with a higher protection level (FFP2 or similar) will be allowed to access the University facilities. Users not wearing a surgical face mask will be invited to leave the University premises;

- in accordance with the procedures indicated in the information material, people are required to sanitise their hands by using a sanitising fluid, made available at the entrance of each facility; a periodic hand sanitisation is also strongly recommended also by washing them with water and soap;
- social distancing must always be kept as a safety measure; close contact with other people, including hugs and handshakes, must be strictly avoided
- inside University premises places attended for any reasons, and consistently with the climatic conditions, a constant air exchange shall always be ensured, preferring natural ventilation, and preventing or reducing as far as possible any excessive air currents;
- every environment (classrooms, teaching laboratories, and libraries) are cleaned completely every day; toilets inside the University facilities are cleaned twice a day, if adjacent and/or close to classrooms, teaching laboratories, and libraries;
- inside laboratories/classrooms, audio/video equipment and the tools used for the activities carried out shall be used in accordance with the procedures indicated in the attached document drawn up by the University Prevention and Protection Service (Servizio di Protezione e Prevenzione - SPP)

3. Management of communal areas and promiscuous places

Access to communal areas, refreshment facilities, and vending machines shall be reduced to the minimum necessary, and in any case by ensuring a frequent exchange of air in the rooms (consistently with the climate conditions), allowing one person at a time, limiting to the minimum the time spent in the areas and keeping the safety distance at all times, and wearing a face mask. In details:

Lifts

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 require not to make any efforts.

Lifts may be used by one person at a time, who must wear a face mask.

Printer /photocopier areas

Students shall stay in the printer and photocopier areas for the time that is strictly necessary to the operation, always wear a face mask and maintain the interpersonal distance, also ensuring hand sanitisation before and after using printers and photocopiers.

Food and/or drink vending machines

Students shall stay in the vending machine areas for the time that is strictly necessary to the purchase, always wear a face mask and maintain the interpersonal distance provided, also ensuring hand sanitisation before and after using the vending machines. The food and beverage purchased at the vending machines cannot be eaten and drunk in the adjacent area and in common areas. The food and beverage purchased at the vending machines and the meals brought from places outside may be eaten or drunk only seating at the workstation taken in the classroom during the lecture - in case of bad weather - or outside the buildings avoiding any gatherings of people.

Specific measures

1) Teaching activity

For the second semester of a.y. 2020/2021, the number of face-to-face lectures and laboratories will be established consistently with the logistic and time plans, safeguarding the inclusion of the whole student community. Students attending face-to-face lectures will be traced by the University.

Where possible, traditional lectures will be held face-to-face and students will always be able to attend them by remote.

Individual or small group activities, including laboratory, internship, experience activities, post-graduation teaching and post-graduation seminar activities, student reception or other activities that are essential to the obtainment of training objectives, will be carried out in face-to-face mode as far as possible, by providing for suitable actions on logistics and shifts and in order to ensure the observance of all safety regulations, including those related to sanitisation, as set forth in the Attachment.

With regard to **examinations**, the remote option is currently preferred, also in order not to increase students' transfers. Should suitable conditions be fulfilled, face-to-face examinations may also be available. In that case, off-campus students or students who cannot reach the university shall not be penalised, and equal opportunities and conditions to carry out the tests shall be guaranteed both in the face-to-face and remote mode.

All people authorised to access the facilities and carry out face-to-face teaching activities shall strictly observe the conduct rules and the use of the procedures and all the devices provided for preventing professional risks, and the activity of the persons in charge of controlling the observance of these regulations shall be intensified.

a) Organisation of face-to-face teaching activities

When organising face-to-face teaching activities, the Department Director shall take into account the following elements, valid until new and/or different instructions:

1) consider the maximum number of people authorised to access the various places of the facility, in relation to the areas and volumes of the buildings based on distancing rules, and with reference to the Attachment that shall be compulsorily observed; to that purpose, please note that classroom capacity must be reduced to 50% of ordinary capacity, and social distancing of 1 metre between people in the classroom or laboratory must be observed.

2) organise a suitable schedule of the activity shifts where the number of students exceeds the classroom/laboratory capacity, including a plan of the teaching activities start times to prevent gatherings, avoid/reduce queues at the entrances where temperature is measured, and avoid any interferences in those facilities hosting multiple teaching, research, and/or administrative activities.

3) The lecture schedule will be communicated by the Director/Department Director, not only to those people attending the facility, but also to the following Offices of Central Administration:

Technical Management (direzionetecnica@unimore.it)

Purchase Office – Treasurer's Office

(acquistieconomato@unimore.it) University Prevention and

Protection Service (spp@unimore.it)

4) During teaching activities, professors will be provided with an FFP2 face mask or similar, along with a visor protecting the eyes and face where close contacts with students (e.g. during workshops) are envisaged;

5) Technical and administrative staff carrying out their activity in contact with students will be provided with a FFP2 face mask or similar and suitable visor protecting the eyes and face.
The times of face-to-face activities shall be organised by trying to minimise students' transfers. The same activities will be carried out over a timeframe between 8.30 am and 7 pm Monday to Friday, and if necessary also on Saturdays from 8.30 am to 2.30 pm.

b) Access rules and student track and trace strategy

Social distancing provided for by healthcare safety rules reduces the capacity of University classrooms and laboratories; therefore, in order to allow for face-to-face teaching activities to be held, each teaching facility of the University shall organise them by strictly observing the following instructions, in addition to the relevant Guidelines implemented to date.

After assessing the maximum number of people who may be attending in a single facility/room/laboratory, student access to University facilities is permitted subject to the conditions listed in 2 of these Guidelines; for communal spaces, the provisions set forth in 3 apply; it is also provided that:

- 1) students not wearing a face mask will be provided with a suitable one to wear before accessing the University premises;
- 2) each workstation in the classroom/laboratory will be assigned to a single student, and the assignment will not be changed for all the days of access by such student; therefore, students may not change the assigned workstation. At the end of the teaching and/or laboratory activity, that is at the end of each single day of work/study, the cleaning company shall sanitise the various workstations, as specified in the service agreement.
- 3) within the premises, periodic air exchange shall be ensured, preferably by opening doors and windows, consistently with the climatic conditions and the structure of the rooms, in any case by paying attention to minimise the generation of air currents
- 4) each classroom/laboratory shall be fully cleaned once a day;
- 5) toilets close to classrooms, laboratories and libraries of the University and accessible to students shall be fully cleaned twice a day;
- 6) inside laboratories/classrooms, audio/video equipment and the tools used for teaching laboratory activities shall be used in accordance with the procedures and prevention measures laid down in the Attachment drawn up by the University Prevention and Protection Service.

c) Graduation sessions (three and/or five-year degree)

Graduation sessions may be held in face-to-face mode only subject to express authorisation by the *Conferenza Regione Università dell'Emilia-Romagna* and the University; the date from which such authorisation comes into effect will be timely communicated.

Once the face-to-face mode has been authorised, it must be ensured that ceremonies are organised in accordance with the safety protocols, by preventing gatherings, and to that purpose, allowing for a number of participants not higher than 5 for each graduating student, including the student. Gatherings immediately outside the university buildings are not allowed, nor close to them; all celebrations both inside and next to university buildings are prohibited. The specific procedures for organising the graduation sessions shall be defined by each teaching facility, and always in compliance with the safety measures laid down in the Attachment drawn up by the Prevention and Protection Service. Upon motivated request, graduation sessions via electronic means shall be provided for students who are unable to physically reach the University.