



Covid-19 Emergency - Guidelines for Phase 3

Document approved by decree no. 664/2020

Introduction

Preliminary measures to resume face-to-face working and/or teaching activities

General measures

1. Information
2. University opening hours
3. Access to University facilities and rules of conduct
4. Management of communal areas and promiscuous places

Specific measures

1. Teaching activity

Introduction

- a) Organisation of face-to-face teaching activities
- b) Access rules and student track and trace strategy
- c) International and/or mobility students
- d) Students carrying out “150-hour” part-time activities
- e) Graduation sessions (three and/or five-year degree)

2. Research activities and technologic transfer
3. University Library System and study rooms
4. Activities of technical-administrative staff

List of annexes

Annex 1) Technical document on the potential reformulation of SARS-CoV-2 transmission containment measures in the workplace and prevention strategy, drawn by INAIL

Annex 2) Minister Manfredi's note of 30/07/2020

Annex 3) “UNIMORE provisions for curbing and containing Covid-19 pandemic”, specifying the conduct to observe, the safety measures to adopt and the PPE that you must wear when entering the Facilities - Information Note prepared by the University Prevention and Protection Service (PPS)

Annex 4) “Activities to carry out and conduct to observe in Libraries during Phase 3, September-December 2020” - Information Note on the management of services provided by the University Library System

Annex 5) “Regional guidelines for managing the competitions in phase 2 of Covid-19 emergency - University guidelines” – Note of Director General drawn up by the University Human Resources Department

Annex 6) Access statement



Introduction

This document is the first update of the protocol for the prevention of Covid-19 transmission approved in May 2020, and aims to illustrate the basic procedures to follow in the University facilities in order to safeguard the health of anyone who accesses them and contain - also through the health and safety regulations in the workplaces and the working modes - the risk of Covid-19 transmission in accordance with the principles of precaution, proportionality, and reasonableness.

The provisions set forth in this document apply to anyone accesses the university facilities, including the personnel of third party institutions working and/or carrying on activities at the University: therefore, the field of application includes all people involved in working activities relating to the various roles and responsibilities on the protection of health at work. They also apply to students involved in resumed face-to-face teaching activities or using University spaces and services.

The provisions set forth by the health care departments and reference operating units specifically apply to the personnel appointed by the Regional Healthcare Service.

The basic instructions of these guidelines were drawn up by taking into account - even from a methodological approach - the “Technical document on the potential reformulation of SARS-CoV-2 transmission containment measures in the workplace and prevention strategy”, published by INAIL (Annex 1, Inail) and the document transmitted on 30 July 2020 by Minister Manfredi (Annex 2) in which further instructions are provided in view of the complete resuming of the ordinary teaching and research activities relating to the first semester and next academic year. More specifically, the document includes the following **measures on teaching and research activities for phase 3, to be implemented from September 2020 until January 2021**, subject to any different provision by the competent authorities, as outlined below in brief: allow for individual activities to be carried out, i.e. individual access to the studies, offices and laboratories, even in small groups in accordance with the safety measures; decompress the collective activities and only authorise them subject to suitable safety measures; take into account any restrictions to long-distance commuters, continuing to promote their participation to remote video-meeting activities; take into account the difficulties of international students to attend face-to-face activities, ensuring their participation to remote video-meeting activities.

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;
- using PPE in a proper manner;



- maintaining the workplaces clean and sanitised (also by taking individual actions).

These Guidelines must be observed by the Departments and Facilities, and should also be adapted based on the characteristics and needs of each single facility.

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

In order to carry out the activities in a safe manner, they must be planned and previously authorised.

Preliminary measures to gradually resume face-to-face working and/or teaching activities

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

After face-to-face teaching and/or working activities are resumed, in the event that cases of Covid-19 were detected, the facilities involved shall be immediately closed and shall undergo a specific sanitisation procedure.

Furthermore, the Information note drawn up by the University Prevention and Protection Service and enclosed in these Guidelines, specifies the behaviours to adopt, the safety measures under implementation and to be implemented, and the required PPE to wear to access the facilities.

General measures

1. Information

Through diversified procedures, the University shall inform - also in English - all people attending University facilities for any purpose on the prevention and protection measures being 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. Clear and visible panels and posters will be provided to help manage the incoming and outgoing flow of people and highlight the necessary safety measures.

All personnel working at the University shall attend a Training Course on the use of anti-COVID safety measures, realised by the Regional Health and Social Agency - Regione Emilia-Romagna, which the University will make available online. The same Course will be made available online also to all students accessing the University facilities, who will be encouraged to take it.

2. University opening hours

In order to guarantee that the safety measures are observed and optimise all control services, the opening and closing hours of all university buildings, until further provisions will be as follows: **8 am to 7 pm, Monday to Friday. If necessary, the facilities may also open on Saturdays from 8 am to 2.30 pm.**

The University will be closed on Sundays and all University closing days.

Based on specific needs, each facility may provide for different opening hours, provided that all applicable prevention and safety rules are observed.

Therefore, access is not permitted at times and on days different than those indicated, except if the previous authorisation by the Director/Head/Person in charge should be considered as absolutely necessary for exceptional working needs that cannot be postponed.

3. Access to University facilities and rules of conduct

University facilities may be accessed through entrances subject to quotas in each building, in which a single entry point and a single exit point shall be provided.

The distance of at least 1.5 metres between people should always be observed in entry and exit points of the buildings, and gatherings of people should be avoided.

Entry points shall be defined and indicated by means of clear signs. If more than one person is by the time card reader, the safety distance shall be strictly observed and avoid any assembly of people.

More specifically:

1. 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 the meantime, the statement made pursuant to Annex 6 to these Guidelines shall prevail;
2. only people wearing a face mask will be allowed to access the University facilities. The use of a face mask is compulsory inside the University facilities in all places in which there is more than one person;
3. people are required to sanitise their hands by using a sanitising fluid, made available at the entrance of each facility; a frequent hand sanitisation is strongly recommended also by washing them with water and soap;
4. hugs and handshakes should be avoided, as well as close contact with other people (social distancing as a safety measure)
5. inside places attended for study/work reasons, and consistently with the climatic conditions, a constant air exchange shall always be ensured, preferring natural ventilation, and preventing excessive air currents;
6. each place attended for work reasons shall be subject to a complete daily cleaning; toilets inside the University facilities shall be subject to daily cleaning, and those adjacent and/or close to classrooms, laboratories and library shall be cleaned twice a day;
7. inside laboratories/classrooms/studies, audio/video equipment and the tools used for the activities carried out shall be used in accordance with the procedures indicated in the document drawn up by the University Prevention and Protection Service and enclosed to these UNIMORE Guidelines for PHASE 3.

4. 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 it shall be subject to access quotas ensuring a frequent exchange of air in the rooms, 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 disposable face masks.

Based on the development of the epidemiological framework, the measures listed below shall be immediately updated with stricter or less stringent restrictions.

In details:

a) Lifts

Use of lifts shall be limited as much as possible, giving priority to staff with motor impairment. Lifts may be used by one person at a time, who must wear a face mask.

b) Reception of goods and relevant documents

In loading/unloading areas, it shall be ensured that the necessary preparatory and conclusive operations of good handling and reception/delivery of documents are carried out by avoiding direct contact between the operators and the drivers and strictly keeping the distance defined in the Information Notice prepared by the PPS and enclosed to these Guidelines. Materials shall be stored by wearing protection gloves.

c) Printer /photocopier areas

People shall stay in the printer and photocopier areas for the time that is strictly necessary to the operation, by avoiding any type of gathering and sanitising their hands before and after using printers and photocopiers.

d) Food and/or drink vending machines

Food and/or drink vending machines are now available for use. People shall stay in the vending machine areas for the time that is strictly necessary to pick up the product(s) selected, by avoiding any type of gathering and sanitising their hands before and after use.

e) Meetings of Collegial Bodies and Boards, and work/study meetings

Remote/virtual meetings (with internal or external users) shall be preferred. Face-to-face meetings may still be arranged, as well as face-to-face training courses, provided that they are held strictly pursuant to the anti-transmission Protocol (keeping the safety distance between people and wearing the face mask at all times, even for small numbers of people in the room). The meetings of collegial bodies of the Departments should be held remotely, due to the high number of participants and in order to ensure the observance of physical distancing (e.g. the meetings of the Department Council may be held in face-to-face mode if the measures imposed by the anti-transmission Protocol are fully and strictly observed).

f) Offices and studies

Please refer to A.3.7, specifying that the access to other offices should be reduced to the minimum necessary, and phone and conference calls should be preferred. Desk services and front office activities (where necessary) shall be carried out mainly online, by organising and fixing a maximum number of appointments in places that may be easily accessed from the outside and providing for partition walls where possible.



g) Authorisation to missions and travels

Missions and travels of university staff within Italy may be resumed pursuant to the regulations set by the national government with the recommendation to limit them as far as possible and authorise only those that cannot be postponed.

Missions and travels of university staff outside Italy may be authorised for proven essential needs or the impossibility to postpone the single mission, in accordance with the provisions issued by the competent authorities and pursuant to any applicable restrictions, regulations and provisions imposed by the destination Country, University/Institution, by the reference Programme (please see the Rector's Note, prot. No. 157683 of 20/07/2020)

Incoming missions involving external people may be authorised for proven essential needs or the impossibility to postpone the single mission, subject to previous assessment and consequent authorisation of the mission by the Director/Head/Person in charge, and in accordance with the provisions issued by the competent authorities (e.g. ensuring the quarantine period upon arrival in Italy from Countries in which the national authorities have provided for the observance of such fiduciary isolation period).

h) Competition procedures

Please refer to the specific point in Annex 5 "*Regional guidelines for managing the competitions in phase 2 of Covid-19 emergency - University guidelines*"

Specific measures

1) Teaching activity Introduction

During Phase 3, for the first semester of academic year 2020/21, lectures and relevant mid-term examinations will normally take place online, ensuring that all students have access to them. All students will be given the opportunity to follow the lectures even if they are not able to physically attend University facilities. For example, it will help those many international students who for mobility reasons will not be able to attend the initial lectures of the semester, as well as those many students coming from outside the region and those with specific medical pathologies for whom the resume of face-to-face activities is not recommended. Remote activities will also allow for reducing and in some cases eliminating student attendance to the facilities, in order to ensure the safety distancing imposed by health regulations for the performance of all those activities requiring attendance to the workplaces.

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, where possible, will be carried out in face-to-face mode, by providing for suitable actions on logistics and shifts and in order to ensure the observance of all safety regulations set forth in the document drawn by the University Prevention and Protection Service here enclosed.

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, including the provisions in the PPS's "Information Note" on the risk from COVID-19 in particular, and the activity of the persons in charge of controlling the

observance of these regulations shall be intensified. Any report to the Director by the person in charge of any failure to comply with the regulations will imply the withdrawal of authorisation for the following days.

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) 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 document (Information Note) drawn up by the PPS, to be compulsorily observed;
- 2) for all people of the Department/Facility, organise a suitable schedule of the activity shifts, that will be subject to the authorisation of the Director/Department Director. In the event of changes to the schedule initially authorised, these shall be communicated and authorised, and their consistency with the applicable requirements shall be assessed. A careful evaluation of the schedule is recommended, to give appropriate access opportunities to people requesting it (based on the activity to carry out) in order to limit the presence of people exclusively to the activities that are necessary.
- 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)

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 considerably reduces the capacity of University classrooms and laboratories; therefore, in order to allow for face-to-face teaching activities to be held, as of 1st September 2020, 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 3 of these Guidelines; for communal spaces, the provisions set forth in 4 apply, in particular 4.1, b d, e, and f, and it is forbidden to eat meals inside the University (including staircases and/or spaces next to vending machines (snacks, coffee...)). Please note that:

- 1) on the first day of access to University laboratories, each student will receive a number of face masks equal to the number of times s/he is expected to access the laboratory;



2) as far as possible, 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.

In order to allow for a quick identification of the contacts within the University classrooms and laboratories, students' attendance will be appropriately recorded by the professor/tutor providing the internship/laboratory/experimentation activity;

3) within the areas and consistently with the climatic conditions, air exchange shall be ensured, also by opening the windows;

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 the activities carried out shall be used in accordance with the procedures indicated in the document drawn up by the University Prevention and Protection Service and enclosed to these UNIMORE Guidelines for phase 3.

7) for a conscious student access to University facilities, all students will be invited to take the Training Course on the use of anti-COVID safety measures, realised by the Regional Health and Social Agency - Regione Emilia-Romagna, that the University will make available online.

c) International and/or mobility students

The university activities of international students and incoming/outgoing mobility students may gradually resume, as well as on-location internal and external internships, even outside Italy. On-location internships may resume provided that spaces and work are well organised as to minimise the risk of vicinity and aggregation, and prevention and protection measures are implemented by the hosting institution. For these aspects, please refer to the decisions of the Academic Senate made on sessions of 12 and 26 May 2020, and 14 July 2020. More specifically:

International students (mobility and degree seeker/enrolled): please refer to the teaching offering procedures on online platforms both for teaching and assessment tests for the academic year 2020-2021;

Internships: the opportunity to start internship activities abroad has been confirmed, both within the Erasmus Traineeship programme and by activating internship agreements with foreign Institutions/Entities/Companies.

Internships will be activated subject to the following conditions:

- Tutor, intern and hosting institution consent;
- statement/communication by the hosting institution that the applicable regulations of the hosting country on Covid-19 safety are complied with, and guarantee that the required PPE is available for the intern. Such statement holds the University harmless of any liability arising from total or partial noncompliance with the regulations;
- student's statement that s/he has checked the travel conditions/restrictions towards the hosting Country, and has subscribed a suitable insurance health policy also covering for the risk of



COVID-19 transmission. With regard to the health insurance policy, the health/multiple-risk “AON STUDENT INSURANCE” cover offered by the University broker is available (information notice and complete text of the policy at the following link:

<http://www.affaristituzionalicontrattigare.unimore.it/site/home/assicurazioni.html> under Healthcare/Multiple risk and personal cover abroad).

The hospital internship activities and laboratory activities are accepted for mobility students subject to the authorisation by the reference teaching structures and in accordance with the teaching general guidelines of the department.

d) Students carrying out 150-hour part-time activities

Student part-time collaboration activities (aka “150 hours”) may be resumed face-to-face from 1 October 2020, in full compliance of the safety measures aimed at ensuring physical distancing. In agreement with the assignment facility and if there are proven organisation needs, the aforementioned activities may also be carried out remotely.

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

Unless otherwise provided, considered the epidemiological framework and the logistic feasibility, graduation sessions scheduled in autumn may take place face-to-face, ensuring 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.

The specific procedures for organising the graduation sessions shall be defined by each teaching facility. To that purpose, the teaching facilities shall observe the safety measures set forth in the document drawn up by the University Prevention and Protection Service and enclosed to these UNIMORE Guidelines for Phase 3.

In any case, graduation sessions via electronic means shall be provided (upon motivated request) for students of other countries or unable to physically attend the University for various reasons, including particular health conditions (e.g. immunosuppression or other).

2) Research activities and technologic transfer

As regard research activities to be carried out face-to-face, the specific authorisation to access university areas is the responsibility of the Department Director.

When evaluating the requests of access to the laboratories for carrying out research activities, the Department Directors shall take into account the following criteria, which will be valid until new and/or different instructions:

1) research activities that may continue without the necessary attendance to the buildings, in order to select the personnel (professors, researchers, technical-administrative staff, research fellows, PhD students, graduating students, fellows and contractors) who may go on working by remote;

2) research activities that must necessarily be resumed with the attendance to the buildings, in order to select the staff (professors, researchers, technical-administrative staff, research fellows,



PhD students, graduating students, fellows and contractors) who may work on-location and will be authorised to access the buildings in compliance with the foregoing recommendations;

3) 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 document (Information Note) drawn up by the PPS, to be compulsorily observed;

4) based on the figures above and the criteria mentioned so far, for all people of the Department/Facility, organise a suitable schedule of the activity shifts, that will be subject to the authorisation of the Director/Department Director.

In the event of changes to the schedule initially authorised, they shall be communicated and authorised and their consistency with the applicable requirements, in compliance with the procedures applied in each facility. A careful evaluation of the schedule is recommended, to give appropriate access opportunities to people requesting it (based on the activity to carry out) in order to limit the presence of people exclusively to the necessary activities, as to avoid continuous changes.

5) the schedule will be made available 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)

6) during the attendance to the facility by PhD students, research fellows, fellows, and contractors, the reference tutoring professors or their delegates belonging to a structured category shall also be present;

7) during the attendance to the facility by graduating students, for each one the reference tutoring professor or his/her delegate belonging to a structured category shall also be present;

8) shifts shall take into account the Facility access rules contained in the Information Note drawn up by the PPS and enclosed to these Guidelines;

9) in order to limit an excessive home-work mobility, multiple shifts a day should be avoided unless for exceptional cases under specific needs;

10) protect the categories at risk by making them participating remotely to the activities, and consider the opportunity to limit commuters' face-to-face activities - also taking into account the difficulties related to public transport - and of all people for whom it would be advisable to continue remote activities or anyway limit face-to-face activities;

11) in order to ensure the balance criterion between the various research groups and avoid discriminations, the facility - also based on the type of experiments to carry out that may require multiple and possibly consecutive days - organises accesses in order to achieve the balance within a maximum of two weeks;

12) within the facility and the research groups, staff turnover shall be maximally ensured, based on the criterion of priorities outlined above, so that all those in need to carry out face-to-face activities are given equal opportunities. Special attention shall be paid for equipment and shared facilities, and therefore it is advisable to provide for specific procedures of use and sanitisation where applicable;

13) authorisations currently in place for activities that cannot be postponed may be adapted

based on the aforementioned criteria in order to have an inclusive, organic and coordinated access plan;

14) in shared areas that are used by multiple Departments, please pay special attention to the coordination, which shall be assessed by the relevant Directors or their delegates/contact persons of the department.

3) University Library System and study rooms

A specific organisational resolution (Annex 4 “Activities to carry out and conduct to observe in Libraries during Phase 3, September-December 2020” provides for the gradual reopening - in September 2020 and on set days and times - of the reading rooms of all University libraries, subject to online reservation of the seat and in full compliance with the safety measures.

Lending services continue in all University libraries, subject to online reservation, on set days and times, and in any case, all library services that can be provided online following the instructions published on the institutional website remain available (www.sba.unimore.it).

4) Activities of technical-administrative staff

THE CONTENT OF THE PROVISION OF NEW ARTICOLE 263 OF LEGAL DECREE 34/2020, AS CONVERTED BY LAW NO. 77 OF 17/07/2020

Article no. 263 of Legislative Decree 34/2020 (aka *Decreto Rilancio*) as certified following the conversion law no. 77 of 17 July 2020, effective as of 19 July 2020, in its final formulation, aims to adapt the measures for limiting the presence of public administration staff in the workplace based on the needs of the progressive complete reopening of all public offices and of citizens and businesses connected with the gradual resume of productive and commercial activities, by providing in particular for the application - by 31 December 2020 - of smart working to the 50% of the staff employed in activities that may be carried out remotely. In addition, considering the development of the epidemiologic situation, organisational procedures and criteria and principles on public work flexibility and smart working are expected to be set forth in one or multiple decrees by the Ministry for the Public Administration, that will also provide for the attainment of precise quantitative and qualitative objectives. To that purpose, on 24 July 2020, the framework protocol for a “Safe return” was signed by the Minister for Public administration and Trade Unions.

Approved by the Technical and Scientific Committee of the Ministry of Health, the document gives accurate instructions to administrations on the need of protecting the staff, the users and the other figures interacting with public offices, balancing the essential healthcare needs with the need of an increasingly strong recovery with services that may not be provided remotely, in accordance with the *Decreto Rilancio*.

Public Administrations should organise the work of their employees and the provision of services by means of flexible working times, reviewing the daily and weekly division and promoting work activities to be performed at different time slots during the day. Contacts with the users should be organised preferably through reservation systems and digital solutions, by promoting the provision of services to be made remotely, as far as possible. Ultimately,



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

exemption from the service will not be possible for those public employees whose tasks cannot be organised through smart working.

Activities of the technical-administrative, library, general service staff

A provision by the competent Offices of Central Administration will set the criteria and modes to identify the rules for progressively resuming the activity of the aforementioned staff, in observance with applicable regulations on the supply of work by employees of the Public Administration.

Final clause

These Guidelines may be subject to changes based on the development of the epidemiological framework and under the provisions issued by national and/or local authorities on COVID-19 emergency.