

Operational guidelines for the resumption of in-presence activities, updated to October 2021. These Guidelines are adopted following the provisions of Decree-Law no. 111 of 6 August 2021, concerning "Urgent measures for the safe operation of school, university and social activities and in the field of transport", as converted by Law no. 133 of 24 September 2021.

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Annex 1) "UNIMORE Provisions for combating and containing Covid-19", which specifies the behaviour to be followed, the safety measures to be adopted and the necessary personal protective equipment to be worn in order to access to the Facilities - Information Note prepared by the University Prevention and Protection Service (SPP)

Annex 2) Law Decree no. 111 of 6 August 2021, as converted by Law no. 133 of 24 September 2021

Annex 3) Ministry of Health Circular Prot. 42957 of 23/09/2021

Foreword

The purpose of this document is to apply the precautionary containment measures adopted by the government authorities to combat the COVID-19 outbreak in all areas of the university. In particular, it describes how to manage presence activities, with the aim of guaranteeing the health protection of all staff and students during these activities.

This document defines the actions and precautionary measures to be implemented for this purpose, actions and measures for both the activities carried out in the facilities managed directly by the University and the activities carried out in teaching and research areas in facilities not managed by the University, but used in different ways by the University. An exception is made for the areas of Azienda Ospedaliero-Universitaria, for which the provisions adopted by the Azienda itself apply.

The provisions contained in this document take into account the current situation as well as the national current measures regarding the containment of COVID-19 infection. This document can be updated in the event of changes to the current provisions, developments in the current situation or if monitoring of the implementation of the measures reveals problems.

The indications contained in this document must be complied with by all the Departments and all the University Structures.

Each Director/Department Manager shall ensure that it is adequately publicised among all the members of the Structure.

It is important to remember that the first and most effective safety measure is the constant and careful exercise of responsible individual behaviour through the following actions:

individual compliance with hygiene rules;

constant and correct use of protective equipment;

maintaining clean and hygienic working environments (including personal actions);

avoiding gatherings

In order to organise the various institutional activities in the best and safest way possible, initiatives of a non-ordinary nature taking place in University premises must be planned and authorised in advance by the Director/Deputy Head of the Structure (e.g., in this phase, conferences/congresses, the use of the University premises by persons not belonging, etc.)

Measures for the resumption of all activities in presence

General measures

As of 1 September 2021, anyone who enters University premises in any capacity (all employees, university students - including doctoral students, postgraduates, trainees, graduate students, research fellows, scholarship holders, coordinated and continuous collaborators, occasional collaborators, etc.) must possess and be required to display:

the COVID-19 green certification (so-called green pass),

as well as an identification document, which may be requested by the persons in charge of checking possession of the green pass.

This case concerns both those who enter the university for study, work or service activities, and any visitors or companions.

This provision does not apply to persons exempt from the vaccination campaign on the basis of appropriate medical certification issued according to the criteria defined by the Ministry of Health.

University students may have their green passes checked on a random basis according to the procedures defined by the University.

For Unimore students from the Republic of San Marino, the provisions of art. 6 of Law Decree 111/2021 apply.

In the event that access to the facilities is motivated by reasons of service or work of personnel not employed by the University, verification of compliance with the aforementioned requirements must be carried out by the relative employers, but the University reserves the right to make random checks.

1. Information

The University provides information, also in English, to all those who attend the University structures on the prevention and protection measures adopted, using the various forms available, including telematics (website, e-mail communications, dedicated webinars, etc.) and making available information leaflets and behavioural procedures to combat Covid-19. Adequate signage is provided to support the management of incoming and outgoing flows and to recall the necessary security measures.

2. Access to University facilities and rules of conduct

As far as general behaviour is concerned, please remember to:

- wash your hands frequently
- avoid contact with people suffering from acute respiratory infections;
- avoid hugs and handshakes
- avoid sharing bottles and glasses;
- do not touch your eyes, nose or mouth with your hands;
- cover your mouth and nose if you sneeze or cough;
- avoid any form of gathering;
- ventilate the premises frequently;
- use respiratory protective equipment.

2.1 Prohibition of access

Access to university premises is prohibited in the following cases

- in the event of infection with SARS-CoV-2
- in the event of a quarantine order by the health authority;
- in the presence of fever (over 37.5 °C)
- in the presence of other flu-like symptoms;
- in the absence of green COVID-19 certification;
- in the absence of COVID-19 green certification upon request.

2.2 Access and exit procedures

Access to the university facilities is by a restricted number of entrances to each building; there may be several entry and exit points for the facility; the entry points must be manned and there is a hydroalcoholic gel dispenser at the entrance. Access points are defined and indicated by explicit signage.

At the exit door(s) there is a binder for the collection of all potentially contaminated materials to be sent for disposal (e.g. gloves, masks, paper, etc.). Each structure identifies the most appropriate way of distributing the respiratory protection equipment provided by the University to staff. Care must always be taken to avoid any form of congregation when entering and leaving buildings, as well as while on university premises.

In particular:

a temperature measurement system will be installed at the entrance to each building, and access will be prohibited if the temperature exceeds 37.5°C;

it is compulsory to sanitise hands, in accordance with the procedures set out in the information materials, by using sanitising liquid available at the entrance to each facility; moreover, periodic hand sanitising by washing with soap and water is strongly recommended;

inside all the University premises, for whatever reason frequented, and compatibly with weather conditions, a constant change of air must be guaranteed, favouring natural ventilation but taking

care to avoid or limit as far as possible the creation of draughts. In particular, it is recommended to take advantage of interruptions in the use of the rooms, such as lunch breaks, to encourage the change of air by opening the windows;

when in use, each room such as lecture halls, teaching laboratories and libraries is subject to a complete daily routine cleaning service; toilets in the University's facilities are subject to two daily routine cleaning services if they are attached to and/or near lecture halls, teaching laboratories and libraries;

inside the laboratories/classrooms, the use of audio/video equipment and instruments used for the activities carried out must comply with the procedures set out in Annex 1).

2.3 Attendance tracing

Attendance monitoring at the University's facilities is mandatory. Various systems can be used for this purpose, such as

- use of the time-marker for technical-administrative staff;
- use of the badge, for structures where such access control is present;
- attendance booking application for students during teaching activities in presence;
- paper register for occasional entries of non-university staff.

3. Use of common and shared areas

Access to common areas, refreshment areas and food and drink dispensers should be limited to the minimum necessary and, in any case, guaranteeing frequent ventilation of the premises (compatibly with climatic conditions), a rotation of use, short stopping times inside these areas, the use of a surgical mask and hydroalcoholic gel, and disinfection of hands before using the dispensers.

In detail:

Lifts

All staff are asked to give preference to moving between floors using stairs. The use of lifts is reserved for the disabled, the elderly or those with walking difficulties or who require no physical effort.

Only one person at a time may use the lift, wearing a mask.

Printer / photocopier areas

Staff and students must stay in the printers and photocopiers area for as long as necessary to complete the activity, wearing a mask and ensuring that hands are sanitised before and after using the printers and photocopiers.

Beverage and/or snack dispensers; meal consumption

Staff and students may only stay in the vending machine area for the time necessary to collect their purchases, wearing a mask and ensuring that their hands are sanitised before and after use. It is not permitted to consume food and drink in the University's classrooms; however, it is permitted, with appropriate spacing, to consume food and drink in common areas identified by the Managers of each structure.

It is not permitted to remain on the University premises for longer than the time strictly necessary to complete the institutional activities (including study activities) that justify one's presence there.

Specific measures

1. Teaching activities

For the first semester of the A.Y. 2021/2022, lectures and workshops will be held in presence, safeguarding where possible the inclusion of the entire student community. This decision applies to all years of all Degree Courses. The students who will attend the lessons in presence will be identified by the University.

Individual or small group activities, such as laboratory activities, internships, exercises and experiential activities, post-degree teaching and post-degree seminar activities, or other activities necessary for the achievement of educational objectives, will be carried out in presence, respecting all the safety rules set out in the attached document prepared by the University Prevention and Protection Service (Enclosure.1).

Exams will normally be held in person.

However, the University guarantees the possibility of taking the examination in remote mode to all students who find themselves in one of the following situations

- have a physical disability/fragility
- are Covid positive
- are under quarantine;
- are in areas from which, due to possible limitations, they cannot travel;
- are unable to be present on the day of the examination for reasons related to the vaccination scheduled for the day of the call, the day immediately before or the day immediately after;
- are Italian or foreign students resident abroad

All persons authorised to access the facilities and attend teaching activities must strictly comply with the rules of conduct and the use of the procedures and all the devices provided for risk prevention, in full compliance with the provisions of Annex 1), and the activity of those responsible for monitoring compliance with these rules must be intensified.

a) Organisation of classroom teaching activities

When organising in-presence teaching activities, the Heads of the Structure shall consider the following elements, valid until new and/or different indications:

1) organising an appropriate articulation of the timetables of the teaching activities in order to avoid or reduce, as far as possible, gatherings and avoid/reduce queues at the entrances where the temperature is measured

2) Report the need for personal protective equipment (masks) to the following central administration offices:

Technical Directorate (direzionetecnicacovid@unimore.it)

Purchasing and Treasury Office (acquistieconomato@unimore.it) University Prevention and Protection Service (using the request form at the link <https://docs.google.com/forms>).

3) Lecturers, while teaching, shall be provided with an FFP2 mask and, if in close contact with students (e.g. during laboratories), upon request of the Head of Structure, they shall also be provided with a protective visor to protect eyes and face;

4) Technical-administrative staff who carry out their activities in contact with students shall be equipped with an FFP2 mask and, at the request of the Head of Structure, with a special protective visor to protect eyes and face.

The timetable of teaching activities carried out in presence shall be organised in such a way as to minimise student movements. These activities may be carried out between 8 a.m. and 7 p.m. from Monday to Friday. Where possible, it is suggested to extend the lunch break in order to reduce the number of people entering/leaving at the same time.

b) Rules on the students' presence in the University Structures

In order to allow in-presence teaching activities, the organisation of each teaching structure of the University shall be carried out in strict compliance with the following indications.

Access to the University facilities by students is allowed in compliance with what is indicated under "General measures" in these Guidelines, as well as with the maximum number of people that may be present in each facility/classroom/laboratory, under the conditions set out in point 2 of this document; for common areas, what is explained in point 3 applies; furthermore, it is provided that:

- 1) in order to enter and stay inside the University premises, each student must wear a suitable mask as per the requirements set out in point 4.1 of Annex 1. The entrance to UNIMORE premises must take place well in advance of the beginning of the teaching activity, in order to carry out the access formalities;
- 2) at the end of each working/study day, the Company in charge of the service shall clean the various workstations, as specified in the service contract;
- 3) the periodic change of air inside the spaces must be guaranteed, preferably by opening the windows, compatibly with the climatic conditions, taking care in any case to minimise the generation of draughts;
- 4) in the event of use, each teaching room/laboratory is subject to a complete daily cleaning rota;
- 5) the toilets near classrooms, laboratories and libraries, in the University facilities, accessible to students, are subject to two daily cleaning shifts
- 6) inside the laboratories/classrooms, the use of audio/video equipment and instruments used for laboratory teaching activities must comply with the procedures and prevention measures set out in Annex 1).

c) Graduation sessions (triennial and/or magistral)

Graduations are held in the presence of the participants, taking care to organise the ceremonies in accordance with security protocols, to prevent crowds and to allow a number of participants limited to the ordinary capacity of the lecture hall. Gatherings are not permitted immediately outside or around the university buildings; all forms of celebration are prohibited both inside and around university buildings.

The specific arrangements for the organisation of graduation sessions will have to be defined by each department, but always respecting the security measures set out in Annex 1).

d) Student reception

This service is available both in face-to-face and remote mode. In the case of face-to-face meetings, the following must be observed:

- The meeting must be by appointment;
- access to the lecturer's office and to the meeting room must be preceded by hand hygiene;

- both lecturer and student must wear respiratory protection equipment;
- between the reception of one student and the next, it is advisable to open the windows for a few minutes.

2. Other institutional activities

a) Meetings of collegiate bodies and other meetings

Meetings can be conducted in face-to-face mode, remotely or in a mixed mode.

b) Libraries

UniMoRe libraries' services are available in presence in the dedicated spaces, in compliance with the security measures for the containment of Covid-19, updated with every indication and tool established at national level for what concerns places of culture (libraries) and in accordance with the University Guidelines.

Access to library facilities and/or staying to study (with badge or health card and simultaneous temperature control, mask and QRcode) is only allowed to those with a Green Pass or medical certification of exemption from vaccination. In addition, you must wear a mask, observe the appropriate distance measures and sanitise your seat.

Spot checks will always be carried out by library staff.

It is not permitted to remain at snack and drink machines for the consumption of meals and drinks.

For detailed and up-to-date information on opening hours and access to spaces and services, users are invited to consult the libraries' websites, the social networks in use or by writing to sba@unimore.it

c) Office activities

In offices it is recommended to favour, as far as possible, interpersonal distancing, taking into account the structural-logistical conditions of the buildings. Where necessary, it is suggested to study the possibility of changing the layout of the room, repositioning desks, in order to achieve this distance.

It is also recommended to:

- sanitise your hands frequently;
- change the air several times a day, preferably by opening the windows, depending on the weather conditions, taking care in any case to reduce draughts to a minimum and to take advantage of breaks in the use of the premises;
- clean electronic equipment for personal use with an alcoholic solution at the end of the activity;
- always wear a mask meeting the requirements of point 4.1 of Annex 1), if the office is shared with other colleagues.

3. Management of confirmed and suspected COVID-19 cases

Confirmed and/or suspected cases of Covid-19 should be handled in strict compliance with Annex 1) of these Guidelines and with the regulations and instructions of the competent local health authority.

In the event of a confirmed case of COVID-19, the classrooms/workshops/studies/offices occupied by the positive person and the adjacent common areas will be subject to a specific sanitisation procedure.

4. Monitoring compliance with the measures indicated above.

In order to verify compliance with the actions and measures defined in this document, it is considered necessary to carry out a monitoring activity that leads to consequent actions in case of evident deviations. This monitoring activity is the responsibility of the Directors/Directors of the structures, who may carry it out through specifically identified support staff. The Head of the Structure may delegate the lecturers responsible for the research groups and teaching activities to verify compliance with all the safety conditions indicated in this document within their own research group and during the teaching activity.