

# Joint Protocol regulating measures to fight and contain widespread of Covid-19 in the University of Trieste's facilities.

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## FOREWORD

As it is well known, on May 2023 the World Health Organization announced the end of the global health emergency due to COVID-19 pandemic.

However, this does not mean that the risk of new outbreaks or other pathogens as a threat for the global health is over. It is therefore not appropriate to lower the level of attention or to demolish the security system that we have built.

A new era begins, where Countries and Institutions should manage COVID no longer as an emergency, but in a long term as other infectious diseases.

The rigorous health surveillance carried out at the University of Trieste demonstrated the effectiveness of the preventive measures against Covid-19 pandemic. Epidemiological trends, mainly due to the widespread use of vaccines, have allowed a slow return to normal. Nevertheless, it is still necessary to maintain an adequate level of attention and caution.

This document has been drafted and updated in compliance with the principles of autonomy, prevention, precaution, proportionality, and rationality, on the basis of the current national and local regulations on the containment and management of Covid-19.

The Protocol currently aims to allow all teaching and research activities to be carried out while maintaining a level of attention, to ensure that anyone, for whatever reason, may attend the university premises in a safe condition as far as SARS-CoV-2 virus is concerned. The Protocol is a system of rules to be strictly observed by all individuals involved and all interested parties, on the basis of self-discipline and self-responsibility principles.

Without prejudice to the principles and rules of safety and prevention, in the case of fragile persons resulting from appropriate health certification, it is possible to derogate, in safety and in relation to the specific health conditions, from the procedures indicated in this Protocol.

This Protocol is valid and effective as from its publication and is regularly updated.

The most up-to-date information can be found on UNITS website, where guidelines, legislative and regulatory updating are published and available at: <https://www.gazzettaufficiale.it/dettaglioArea/12>

## 1. INFORMATION

The University of Trieste, through the most appropriate and effective means, informs anyone who enters the university facilities on provisions concerning measures to contain COVID-19 pandemic. Information can be found in the dedicated section of the university website (<https://www.units.it/en/about/emergency-covid-19-guidelines-Updates>, which contains

governmental and regional documents (in Italian), as well as internal guidelines and provisions adopted by the university Bodies.

Below are the main prevention and containment measures that the whole community of the University of Trieste must know:

- it is strongly recommended to stay at home in case of temperature (higher than 37.5°C) or other flu-like symptoms and to contact the general medical doctor, who will provide the necessary indications and inform health authorities, if necessary;
- access to the university premises is not allowed to people in self-isolation.
- it is recommended to comply with all current regulations in all university facilities (in particular: to avoid gatherings and correctly use face masks where required, to ventilate spaces regularly and adequately and to maintain a proper hygiene behaviour).

Signages– in Italian and English – will be available at buildings' entrances and in the most crowded areas (reception desks, areas of timer machines, entrances and corridors of research areas, libraries).

They will indicate correct behaviours, the website's link to all regulatory upgrades that could be integrated with further relevant communications, in order to adopt measures to prevent the spread of the virus.

Should the information on signages be different, is this Protocol authentic.

## 2. ACCESS TO UNIVERSITY FACILITIES

People who enter university premises take on their responsibility:

- a) to be aware of the main measures to prevent COVID-19;
- b) to comply with current regulations on isolation and re-entry into the community;
- c) to not suffer from fever or other flu-like symptoms of COVID-19.

At the university premises in all common areas inside buildings and in all close spaces the use of surgical or higher-level protective devices such as FFP2 with the complete covering of nose and mouth is not necessary any longer; however, it is recommended to ventilate areas regularly, where possible.

Signages will be placed at the entrance of each building, near dedicated front offices and shared-use equipment (distributor machines and elevators) indicating main health and safety measures.

In order to assure all services, which require the presence of an operator and a user, in hygiene and distancing conditions well equipped *front office* workstations have been created with plexiglass transparent barriers, dispenser of hand sanitiser gel, protection devices for operators (masks, disinfectants for the cleaning of the used equipment).

The use of stairs instead of elevators should be preferred wherever possible.

All buildings are equipped with dispensers of alcoholic gel for hand sanitization.

To access university facilities managed by CUS – the University Sports Centre the same rules apply: to run sports activities rules foreseen by Italian National Federations of the single disciplines apply.

### 2.1 Access procedure for contractors

Wherever possible, conveyors should delivery packets to reception staff or to the university post service, who will immediately inform the addressee; the latter must pick the packet as soon as possible.

Staff of the contracting economic operator that carries out works, services or supplies within the premises of the University of Trieste must comply with the restrictions and limitations adopted.

## 2.2 Access procedure for students

Students will access university areas for learning activities, in compliance with rules outlined in point 1. Information on lessons and exams is given in Section 7. The presence of trainees of medical and health care degree courses at the Regional Health System' structures, belonging to the Department of Medical, Surgical and Health Sciences, should be communicated to the respective Health Departments by the internship coordinators. Any student accessing Regional Health System facilities is equivalent to the Regional Health System staff in his/her respective obligations also in relation to the use of PPE.

## 2.3 Access procedure for PhD students and research grant holders

Activity of PhD students, research grant holders and other staff that has been authorized to be present for the purposes of research activities, should be organized and their access monitored by the supervisor of the doctoral thesis or the scientific tutor.

# 3. CLEANING AND SANITISATION OF THE UNIVERSITY SPACES

## 3.1 Ordinary cleaning

For cleaning and sanitisation, refer to the circular letter of the Ministry of Health No. 5443 of 22<sup>nd</sup> February, 2020. The term '**cleaning**' implies cleaning with a solution of water and soap. The term '**sanitisation**' implies the decontamination or full suppression of the viral load with special sanitising solutions. Cleaning/sanitisation and disinfection can be carried out separately or in one single process, by using products that have a dual action; however, it is necessary to carefully remove any dirt, as it can make the entire process ineffective. Sanitisation can be carried out using normal cleaning methods, products such as ethanol at concentrations of 70% or chlorine-based products with a concentration of active chlorine of 0.5% (for toilets) and 0.1% (for all other surfaces) or other disinfectants with viricidal activity, by focusing in particular on surfaces that are touched regularly (such as door handles, switches, panic bars, push-buttons, counters, coffee and snack vending machines).

In order to apply what mentioned above:

- rooms, spaces, workstations as well as common and leisure areas will be cleaned daily and sanitised periodically;
- in rooms used by several people, all workspaces will have to be cleaned at the end of any working shift: shared keyboards, *touch screens*, *mice* will be periodically sanitised with appropriate disinfectants, by the workers themselves. The University has provided an adequate quantity of denatured ethanol and 1% hydrogen peroxide for such operations;
- room ventilation must be ensured by frequent opening windows, both during and after using cleaning products – especially if using potentially toxic disinfectants/detergents. The use of scented detergents should be avoided or at least limited, as, despite their perfume, they add unnecessarily polluting substances degrading air quality inside closed spaces;
- a special written record of all cleaning and sanitisation activities will be kept through the

daily compilation of:

- a periodic sanitisation declaration form – including a list of all facilities treated - from the university cleaning service contractor;
  - a form of periodic self-declaration of sanitisation activities to be produced by the cleaning service contractor to the university administration, with a summary of the facilities treated
  - a form of operational plan for the registration of the daily sanitisation activities carried out by the cleaning service operators of the contractor, to be affixed to each university building and made available for the control authorities;
- workers responsible for the daily cleaning of the facilities (dusting and sweeping with wet or dust-capping cloths, cleaning, disinfection, etc.) must correctly apply the established procedures, protocols and methods;
  - everyone must wear the prescribed PPE;
  - classrooms are sanitized daily.

In particular:

- rooms and areas will be cleaned daily, with particular attention for frequently touched surfaces;
- the contractor will use disposable cloths– different for each type of object/surface – moistened with water and soap and/or with professional detergents, paying attention to their correct use for each surface to be cleaned;
- if available, floor cleaning machines will be used by the contractor to ensure an even higher level of cleaning;
- it is recommended to open doors and windows at least at the change of the hour in order to increase air changes.

### **Front office stations**

Each front office workstation is equipped with surface disinfectant, disposable PPE and bags to collect devices after use; bags must be conferred to dedicated containers or in containers for separate waste, if the former is not present.

At the end of the work shift, staff alternating in the workstation must disinfect the horizontal and vertical surfaces of the front office. It is also recommended to ensure proper ventilation of spaces by opening doors and windows.

The contractor for cleaning services will sanitise these spaces once a day, which can be increased on request up to twice a day, if a major front office users crowd is registered.

## 3.2 Sanitisation of air treatment systems

In compliance with the provisions of the National Institute of Health (ISS – Istituto Superiore della Sanità) for sanitisation of indoor environments to prevent SARS-Cov2 transmission, where air conditioner systems are present as well as with the National Institute for Insurance against Accidents at Work (INAIL – Istituto Nazionale Assicurazione contro gli Infortuni sul Lavoro) on prevention strategies for the containment of infection in workplaces, measures implemented on all systems, in addition to those foreseen in ordinary maintenance are the following:

- a specific management of air systems, in relation to their design and expected crowding envisaged in all buildings, because, as per Institute of Health's (ISS) Guidelines effective natural ventilation is a necessary action to obtain and maintain good indoor air quality and that no AHU/VMC ventilation system alone can eliminate all risks.

Systems with mechanic ventilation, if present, will be set up according to their characteristics of design, by correctly combining the need for air recirculation and energy efficiency,

balancing primary and recirculation air flows, correctly adapting and remodelling the proportion of primary air inputs and reducing the amount of recirculation air, i.e. operating a controlled increase of primary air input in all operating conditions.

All operations of sanitisation, cleaning and maintenance established by protocols and carried out by the contractor's qualified staff imply the use of professional medical surgical devices.

Filter cleaning, heat exchanger control and condensate drip pans can help make buildings healthier and safer by reducing disease transmission, including the SARS-COV-2 virus.

Ventilation inlets and grilles will be cleaned with microfibre cloths moistened with water and with common soaps or with a solution of ethyl alcohol with a minimum percentage of 70% v/v and dried afterwards.

### 3.3 Waste management

In each university building, containers for **non-differentiated urban waste** where PPE and single-use materials should be conferred (masks, disposable gloves, cling film, disposable paper) are placed in entrance halls or nearby and adequately marked.

## 4. PROTECTIVE EQUIPMENT AND PERSONAL HYGIENE MEASURES

Heads of Department, Managers and Heads of offices are entrusted to monitoring the compliance with these provisions, according to safety regulations. It should be noted that not complying with health and safety measures means a breach of the Employees Code of Conduct and constitutes a disciplinary offence.

*Dispensers* of alcohol hand sanitiser gel are available in all university buildings for anyone accessing the facilities (staff, students, visitors, etc.).

Toilets are regularly supplied with soap to ensure personal hygiene; information signs are displayed nearby indicating proper hand washing techniques.

All university Departments and offices will receive an initial stock of hand sanitiser gel, disposable gloves and face masks for front-office stations as well as surface cleansers and sanitisers for staff to clean their personal working area. All requests for further supply of such products should be sent by e-mail to [provveditorato@amm.units.it](mailto:provveditorato@amm.units.it)

### 4.1 Proper use of protective face masks

Everyone (teachers, staff, students, external staff) is invited to correctly use surgical masks or higher-level protective devices with nose and mouth coverage and limit physical contacts inside the university buildings.

Surgical masks for employees are available at reception desks and they will continue to be distributed, upon request, according to the rules already in force.

#### FFP2 MASKS

FFP2 masks are highly recommended in all situations where the risk of prolonged proximity is high. Their use is mandatory for first-aid operators who must interact with an infected person. This type of mask, provided by the administration, is stored into first-aid cabins and operators are required to wear it properly in case of first-aid need. Operators will also wear disposable gloves and make the patient wear the FFP2 mask. Either the operator or the patient must also wear a face shield, which can be found in the bag/cabinet.

#### SURGICAL MASKS

It represents the minimum recommended model of mask to stay in the university areas.



Front offices are equipped with plexiglass screens and employees are asked to use this type of mask, or a higher-level protection one.

#### 4.2 Activities open to public

All front-office stations will be equipped with breath or sneeze barriers to assure an adequate protection for operators and users. It is recommended to ventilate work areas by opening doors and/or windows regularly. Each front-office station will be equipped with PPE and bags for their disposal in the dedicated containers or those for separate waste. There will also be signages recalling main measures to be adopted for a correct behaviour aimed at preventing the widespread of the virus.

At the end of each shift, university staff who alternates in different *front-office workstations* must disinfect horizontal and vertical surfaces of their working area.

#### 4.3 Research activities

People in charge of research activities, within the laboratories and research group they are in charge of, are responsible for the respect of the prescriptions and protection measures indicated below:

- to draw the attention to the need of a frequent ventilation of the work space
- if needed by the activity, to establish the mandatory rule of wearing:
  - a) to wear a surgical mask or higher rated personal protective equipment;
  - b) to wear protective glasses made in polycarbonate or similar materials;
  - c) to wear disposable gloves for the use of common equipment;
  - d) to wear work coat.

Near the laboratory there must be an alcohol hand sanitiser gel. Before starting to work in laboratory everyone must:

- wash one's hands with the sanitiser;
- wear PPE;
- if wearing gloves, clean them with the sanitiser so as not to contaminate the common equipment.

The laboratory must have a bin inside to throw all the disposable equipment used during one's shift. This must be identified among those normally available and labelled as reserved for the disposal of used PPE.

At the end of their shift, people must sanitise all surfaces (counters, hoods, workplaces, etc.) with the provided medical surgical device.

If a research laboratory is situated within a partner's premises, all activities must be carried out in full respect of the regulations issued by the hosting partner entity.

#### 4.4 Administrative activities

The prevalent working activity is performed in-person. From the 1st July, 2022 remote working will be established by the Regulation for remote working of the technical and administrative staff, on the basis of the Italian Legislative Decree No. 379/2022, by the signing of individual agreements and as from 2023 a Regulation for teleworking has been adopted on the basis of the Rectoral Decree No. 490 of 31 May 2023 by the signing of individual agreements.

Frequent ventilation of rooms is recommended.

All documents necessary for administrative activities must be sent electronically, whenever possible.

#### 4.5 Activities of the Libraries

Loan areas are provided with protective screens; librarian staff are given surface disinfectants to clean the area at the end of their shift as indicated for activities open to public.

Each front-office workstation will be provided with a disposable PPE kit to be used if necessary.

There will also be containers, boxes, or dedicated areas to return borrowed books.

Public computers and other shared items are subject to the same procedures established for *front offices* .

#### 4.6 Special activities (enclosure technologists)

Considering the peculiar activity carried out by enclosure technologists, which requires special attention, the following procedures area arranged. Researchers accessing those areas to perform authorised, undeferrable activities must already wear the necessary PPE (surgical masks and gloves). In particular they must:

1. leave jackets, personal items and PPE outside the housing rooms (in the appropriate cabinets);
2. wear a disposable coat;
3. wear a dedicated pair of overshoes or shoe coverings;
4. wear gloves;
5. sanitise their hands with the alcohol gel;
6. properly and constantly wear PPE inside enclosure; dispose the used PPE in the proper bin when exiting;
7. FFP1/FFP2 masks are available in animal treatment rooms; if such masks have a valve, a surgical mask should be worn over them; all PPE must be disposed in the proper bin.

For FFP2/FFP3 masks, a request should be sent to

[stabulario@units.it](mailto:stabulario@units.it)

Enclosures cannot and must not be ventilated, as they are already equipped with an optimised ventilation system.

#### 4.7 Use of conveyances

Inside the vehicle there is a sanitiser that must be used on the steering wheel, gearshift lever, drum brake, indicator/windshield-wiper levers and all parts normally used while driving both before and after using them. Vehicles must be ventilated for at least 5 minutes before and after using them by opening all their doors.

If a means of transport has to be exceptionally used by more than one person, all passengers must wear the surgical mask or higher-level.

#### 4.8 Management of common areas



Access to common areas is free.

Areas with windows, balconies or openings to the outside must be regularly ventilated to ensure a good exchange of air. A proper cleaning is guaranteed daily.

Internal cafeterias and canteens are required to follow and enforce security regulations, as agreed with the University, and complying with the established specific product-group regulations for the containment of the pandemic in the corresponding industry field.

## 5. WORK ORGANISATION

### 5.1 Remote working

Smart working is regulated by the Regulation of remote work for technical and administrative staff, on the basis of the Italian Legislative Decree No. 379/2022 and the Regulation on teleworking on the basis of the Rectoral Decree No. 490 of 31 May 2023 and individual agreements signed after July 1st, 2023.

### 5.2 Service to the public and to University staff

Service to public and internal users, when is exceptionally and justifiably not be provided in person, should be provided through online or by phone services, with a maximum time limit for responding to user requests (2 working days from the request).

In case of in-person service, staff will fix scheduled appointments at the University, with the assurance that, while carrying out their work, staff will wear appropriate personal protective equipment (PPE) and containment barriers against SARS-Cov-2 virus in the work environment. In such cases, accesses should be organised in compliance with proper safety measures and distance.

Activities open to the public will be equipped with appropriate work stations, where administrative staff meeting public will work by shifts. These workstations will be organized as close as possible to the public access, in order to limit the transit of people in the offices, especially in *open spaces*.

### 5.3 “Fragile” staff

As regards the “Fragile” staff, without prejudice to the specific legislation, the possibility of accessing teleworking has been introduced by the Rectoral Decree No. 490 of May 31st, 2023.

### 5.4 Flexibility in Administrative Staff working hours

The measure of time flexibility for entry and exit applies on days of presence within the university premises also to avoid contacts in common areas (entrances, corridors, etc.), as much as possible.

In case of presence for the entire daily shift, flexibility consists in the possibility to enter from 7:45 a.m. to 9:00 a.m. and end whenever needed (within the limit of  $\pm 60$  minutes provided for by the agreements in force) in the framework of the service hours and in compliance with the needs defined by head of the office according to the relative Manager's indications.

### 5.5 Opening Hours of facilities

Weekly opening hours for the use of university facilities can be rescheduled in terms of days and times, prior adequate communication and upon proper organisation of Heads of Departments/ Heads of Offices.

#### 5.6 Management of activities in support to research, learning, Enclosure, Botanical Garden

Heads of Departments (when the presence of staff at departmental facilities is required) organise **technical support activities for research and teaching at Departments**, in compliance with the recommendations in force.

Essential activities for safety and welfare of animals in **the Enclosure** are planned on the basis of the proposals of OPBA's coordinator (OPBA – Organismo Preposto al Benessere Animale – Agency in charge of Animal Welfare) and the person in charge of animal welfare to the Head of the Department of Life Sciences, who authorises them; a similar procedure is followed, in agreement with heads of departments and responsables of laboratories, for non-differentiable experiments, including in particular those related to the response to the COVID-19 pandemic, as well as the care of animals and plants and the maintenance of cell cultures and scientific instrumentation.

#### 5.7 Library services

The library services for the support of teaching and research activities are indicated on the University Library website, which can be reached at <https://www.biblio.units.it/SebinaOpac/.do?locale=eng>

To access libraries and reading rooms it is recommended to avoid crowding.

Places in reading rooms are foremost reserved to institutional/internal users. External users are allowed to access, subject to the number of places available in each library.

The large offer of e-format bibliographic material and the possibility to access it also from stations outside the University network

<https://www.biblio.units.it/SebinaOpac/article/accedi-daremoto-a-banche-dati-libri-e-periodici-digitali/serv-accesso>

ensure to meet the informative needs of the academic community to a large extent also off-site.

To meet the needs of institutional users and to limit travel with public transport, it is also possible to choose from which university library to collect the documents booked and where to deliver the ones borrowed, by accessing one's own space on the SBA website.

#### 5.8 Meetings and training activities

Meetings of academic bodies will be normally run in-person, in spaces of appropriate capacity; the possibility of remote participation through telematic tools may be envisaged.

Business communication among colleagues and with internal or external users as well as meetings of any kind must be held online or remotely (Microsoft Teams, e-mail, telephone, etc.), where possible.

Training of technical staff may be conducted in presence, with respect to ventilation of spaces and according to rules adopted for lessons in classrooms.

Selection procedures are carried out according to the regulations in force.

## 6. HEALTH SURVEILLANCE SERVICE

### 6.1 University Medical Officer and health monitoring

Health surveillance is regularly performed.

Those who tested positive to COVID-19 must isolate at their home(s) and notify the situation via email at [emergenzacovid@units.it](mailto:emergenzacovid@units.it) indicating their phone number and the names of any close contacts within 48h prior to testing positive or to the appearance of symptoms.

Those who had close contacts with anyone who tested positive are no longer subject to quarantine but must observe a self-surveillance period and wear a FFP2 mask for the following 10 days. In case of symptoms, they must isolate at their home(s), contact their doctor and execute an antigen test for SARS-CoV-2.

### 6.2 Handling a verified case of Covid-19

Students, teachers, research grantholders, PhDs and technical and administrative staff must communicate a positive swab test for SARS-Cov-2 promptly (and then the negative one and the return to work) by email to [emergenzacovid@units.it](mailto:emergenzacovid@units.it), to the Head of Department, to their manager/supervisor, to [malattieinfortuni@amm.units.it](mailto:malattieinfortuni@amm.units.it) (for teaching staff, researchers and research grant holders), to [aaggpersonale@amm.units.it](mailto:aaggpersonale@amm.units.it) (for technical and administrative staff), where they indicate a contact number for tracking. They must also indicate people internal to the University with whom they have been in close touch during 48 hours before the uprising of symptoms or the positive swab test and the University areas where they lived during the same period. The usual procedure for transmitting medical certifications to the employer is confirmed.

### 6.3 Remote teaching activity by self-isolated professors

If a professor stays at home because he tested positive to COVID (following medical prescription), he/she can not carry out remote lessons.

Professor must give immediate notice of his/her absence (preferably the days preceding it) by email and/or SMS/Whatsapp or other shared system, to the didactic secretariat of the degree course/Department and the coordinator of the study course.

Lessons will be recovered upon return to duty.

### 6.4 University contact person for COVID-19 and University Task Force Covid-19

A University task-force, formed by the Rector and the Director General or their delegates, Heads of Department or their delegates, the Workers' Health and Safety Representatives, the Deputy Rector for Energy and Building Management, the Deputy Rector for Working Conditions, Health and Safety at Work and the Competent University Doctor, has been established.

Prof. Negro and Dr Mauro are nominated as Covid-19 contact persons for the University of Trieste and Prof. Larese acts as substitute.

## 7. TEACHING ACTIVITIES (as from 01/09/2023 onwards)

## 7.1 Lectures

Lectures are held in accordance with the Guidelines for Teaching Activities approved yearly by the University Senate and published in July on the website.

### **Access to classrooms**

Classrooms will be accessible in and out through all the doors present, regardless of their size and number. Outside of lesson's time, classrooms will not be accessible. It is recommended a frequent ventilation of rooms also by opening windows.

Students who are regularly enrolled or accredited by the University during the admission procedure to a specific study course or enrolled in single courses or other students who are allowed to attend specific courses are entitled to access classrooms.

### **Equipment and indications in the classrooms**

Each classroom will be equipped of:

- ✓ Posters with rules of conduct;
- ✓ Hand gel - one on the desk and, in larger classrooms, also in a barycentric position along a side corridor;
- ✓ Chair KIT: in addition to the hands-washing gel, there will be paper and disinfectant detergent for cleaning.

The supply of classroom equipment (hand washing gel and classroom kit) is under the responsibility of the cleaning and sanitation service, which will monitor the use; any reports must be sent by email to

[dpiaule@units.it](mailto:dpiaule@units.it)

### **Use of PPE and behaviour in the classroom**

If a classroom is occupied for the whole day by the same group of students, it is allowed to stay in the classroom for the lunch break.

It is recommended to open windows and doors to increase the ventilation of the rooms; this procedure, in fact, is very effective to eliminate the possible presence of *droplets and microdroplets*.

### **Role of professors**

Professors are not responsible for the modalities to access classrooms.

On the contrary, professors, as persons in charge of control during the lesson, are responsible for controlling the correct occupation of the available places and student's behaviour in relation to this Protocol.

Students are required to notify the teacher of the occurrence of sudden respiratory or similar flu symptoms on which the teacher can invite the student to leave the classroom.

Professors, workers and third parties linked by any relationship with the University, take care to personally provide for the disinfection of operating stations and functional equipment that they use (chair/desk/table) by using disinfectant solutions made available by the University and taking particular care in using them according to the instructions in the classroom.

### **Teaching laboratories**

General rules for the use of laboratories are the same as for classrooms as regards capacity

and behavioural rules.

Further indications on the use of laboratories, in consideration of their specificity, are delegated to Departments.

Access to the educational laboratories will be regulated as for the classrooms, except that any shifts and related indications on the groups that are entitled to access are managed at the departmental level.

### **External activities**

Educational activities, specifically connected with the educational objectives of a course (such as for example excursions, guided tours, in or outside the city site inspections), which are expected to be carried out, according to the instructions of the teacher, in different places than the University locations are to be considered teaching activities.

### **Study and dining rooms**

Study is allowed not only in the SBA reading rooms, but also in the study rooms of the University and Departments. They are open with free access until the allowed maximum capacity is reached. Capacity indicated on signages is that admissible in the current situation.

In each study or dining room there will be seats in the maximum number allowed, any excess seats, which may have been transported from other rooms will be removed. It is anyway forbidden to move the chairs from one space to another, the penalty is the closing of the space.

In the areas a disinfectant detergent for surfaces and cleaning paper and sanitizing hand gel will be available. The devices supply will be under the responsibility of the University; requests for equipment integration should be addressed to [dpiaule@units.it](mailto:dpiaule@units.it)

The sanitization of these spaces is done at least once a day; however, there will be available gel for cleaning hands, disinfected detergent, and paper for cleaning surfaces.

It is recommended that these classrooms should be ventilated periodically.

### **Meetings and events promoted by student associations**

In compliance with the guidelines on the use of the university premises, student associations can request to use classrooms to organise meetings and events. The request, containing suitable motivations and the expected number of occupants, must be sent to [prenotazioni.aule@amm.units.it](mailto:prenotazioni.aule@amm.units.it)

The responsible structure, once the feasibility of the request is verified, will confirm classroom availability.

Organisers and participants are required to comply with the present protocol as well as the appointment of a reference person, whose name and registration number must be communicated, and a list of the participants, to facilitate a potential contact tracing. The contact list must be forwarded to [prenotazioni.aule@units.amm.it](mailto:prenotazioni.aule@units.amm.it) by the day before the event or, in case of an open meeting, by the following day. Failure to submit the above-mentioned documentation, or any improper use of classrooms, can lead to disciplinary actions and foreclose any future bookings.

Frequent ventilation of classrooms in use is recommended.

## 7.2 Exams

Both oral and written examinations are taken exclusively in person, in compliance with this Protocol and the above-mentioned Guidelines on Teaching Activities.

Room's reservations should be made according to indications on the use of areas and

spaces of the University.

### 7.3 Graduations

Graduations will be run up in person.

The following conditions should be met:

1. the total number of persons (commissioners, candidates, accompanying persons, photographers, other support staff) allowed per session is compatible with classroom capability and with spaces dimensions outside classroom, in order to guarantee social distancing and avoid crowds. This number is defined by Departments who organise graduation sessions;
2. access of accredited photographers is allowed in compliance with this Protocol.;
3. commitment of the chairperson of the graduation committee and/or the coordinator of the course of study and/or the Director of the Department to which the course of study belongs, to monitor the respect of this protocol inside and outside the classroom and to report any non-compliances for the ensuing disciplinary measures.

Classroom reservations should be made according to indications on the use of areas and spaces of the University. Students' access is regulated by this Protocol. Any accompanying persons' is managed by Departments which organize graduation sessions on the basis of what is recommended above.

Further provisions for graduations and pre-graduations are indicated in the above-mentioned Guidelines for Teaching Activities.

Any behaviour not in compliance with this Protocol and current regulations will be reported to competent authorities.

### 7.4 Internships and Thesis

Curricular and Extracurricular activities and activities aimed at completing the thesis are regulated, where appropriate, by agreements with the host Institutions, and in any case in accordance with the security provisions of this Protocol.

## 8. PROTOCOL SHARING AND UPDATING

9.

This joint protocol has been shared by the Rector, the Director General, the Coordinator of the Competent Doctors, the Head of the Prevention and Protection Service, a number of university technicians and the Workers' Health and Safety Representatives.

The adopted measures are valid as from September 1st, 2023 and are subject to changes, updates and new definitions in consideration of future regulatory interventions both at national and regional levels or of the necessity to adapt them to the specific situations of the University of Trieste. To this end, it is essential to have a continuous exchange of views among those who participated in the drafting of the protocol, who will constitute the 'Committee for the application and monitoring of the rules of the protocol.

The Committee consists of:

Prof. Roberto Di Lenarda – Rector

Dott.ssa Luciana Rozzini – Director General and Manager of the Economic and Financial Services Area

Prof. Francesca Larese – Deputy Rector for Safety at Work

Prof. Andrea Crismani – Deputy Rector for Legal Affairs and Transparency  
Prof. Ilaria Garofolo – Deputy Rector for Building Management and Energy  
Prof. Paolo Edomi – Deputy Rector for Education  
Prof. Alessandro Baraldi – Deputy Rector for Scientific Research and PhD Programmes  
Prof. Corrado Negro – Medical Officer  
Dr. Stefano Rismondo – Head of Prevention and Protection Service  
Eng. Francesca Petrovich – Manager of Technical Services Area  
Dr. Novella Benolich - Head of General Administrative Services  
Dr. Elena Veludo – Director of Administrative Services Area  
Dr. Enrico Gabbai - Head of Student and Educational Services  
Dr. Cristina Cocever – Library system’s Coordinator  
Dr. Michele Bava – Manager of ICT Services and Head of Digital Transaction  
Dr. Enrico Sartor – Director of Institutional Services Area  
Dr. Marco Chalvien – Workers’ Health and Safety Representative