



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

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## FOREWORD

The rigorous health surveillance carried out at the University of Trieste has demonstrated the effectiveness of the preventive measures against Covid-19 pandemic. The epidemiological trend is significantly improving, especially as a consequence of the broad implementation of vaccinations, therefore allowing a gradual resumption of the activities. Nevertheless, it is still necessary to maintain the highest levels 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. This document aims at adapting all academic and research activities to the necessity to guarantee adequate levels of protection to anyone attending the university premises – whatever their reason – through specific prevention measures aimed at fighting and containing SARS-CoV-2 outbreak.

The Protocol is a system of rules to be observed strictly and without exceptions by all subjects involved and all interested parties, on the basis of principles of self-discipline and self-responsibility. Failure to comply with the provisions of the Protocol may result in liability and consequent sanctions of various kinds, according to specific regulatory provisions. The University of Trieste has equipped itself with a system of surveillance and monitoring of regulation compliance and violation warnings to competent authorities.

Vaccination does NOT exempt from respecting regulations envisaged by this document.

On the basis of art. 2 of the Italian Legislative Decree No.1 of January 7<sup>th</sup>, 2022 and the Italian Legislative Decree No. 24 of March 24<sup>th</sup>, 2022, as from February 1<sup>st</sup>, 2022 until June 15<sup>th</sup>, 2022 for all the university staff, with permanent and fixed-term contracts, compulsory vaccination against SARS-CoV-2 is envisaged to prevent the SARS-CoV-2 infection. The vaccination does NOT exempt from compliance with the rules of conduct laid down in this document.

Without prejudice to compliance with the principles and rules for safety and prevention, in case of people in fragile conditions, on the basis of an adequate medical prescription, derogations may be made, in safety and in relation to the specific health conditions, from the specific provisions of this Protocol.

This Protocol is valid and effective as from its publication and will be gradually implemented and updated. Updated regulations can be found at <http://www.gazzettaufficiale.it/dettaglioArea/12> (in Italian).

The most updated information can be found on UNITS website where guidelines and normative regulations are published and updated.



## 1. INFORMATION

The University of Trieste, through the most appropriate and effective means, informs anyone who has access to the University's facilities on the provisions taken by the Authorities 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 compulsory to stay at home in case of fever (temperature higher than 37.5°C) or other flu-like symptoms and to contact the general medical doctor, who will provide the necessary indications, informing the health authority, if necessary;
- access to the university premises is not allowed to people in self-isolation.
- it is mandatory to comply with all current regulations in all the campus facilities (specially to keep a safe distance, to correctly use face masks always inside or outside in case of gathering, to ventilate spaces regularly and to maintain a proper hygiene behaviour).

Information sheets – in Italian and English – will be available at buildings' entrances and in the most crowded areas (reception desks, timer machines for registering attendance, entrances and corridors of research areas, libraries and all other crowded areas).

Information sheets will contain information on correct behaviours, the *link* to the website with all regulatory upgrades that could be completed with further relevant communications, in order to adopt measures to prevent the spread of the virus.

Referring to the information sheets, should the information be different, this Protocol is to be considered.

## 2. ACCESS TO UNIVERSITY FACILITIES

Those entering university premises take on their responsibility:

- a) to be aware of the main measures to prevent COVID-19;
- b) to not be tested positive in an oro-pharyngeal swab;
- c) to not suffer from fever or other suggestive flu-like symptoms of COVID-19;
- d) to not be in self-isolation.

At the university premises, it is highly recommended to completely cover nose and mouth by correctly using protective surgical or higher-level protective devices, the use of masks is highly recommended such as FFP2 in all public areas inside buildings and in rooms where several people are present.



In the laboratories, should many people be assembled and indication for protective devices be missed, the use of surgical or higher-level protective devices is highly recommended.

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

In areas where direct contact is considered critical (i.e. front offices) breath or sneeze barriers (plexiglass screens) will be placed.

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 with plexiglass transparent barriers, dispenser of hand sanitiser gel, protection devices for operators (masks, disinfectants for the cleaning of the used equipment, bags and containers to collect surgical masks and single-use material, according to provisions of the dedicated chapter/section).

In the event that more than one people are working in the same room or laboratory, it is necessary to distance workstations and apply the measure of interpersonal distance of at least 1 meter, the use of surgical or higher-level masks and periodic ventilation of spaces by opening windows, are highly recommended

The use of stairs instead of elevators should be preferred wherever possible. Elevators should only be used when necessary and by only 1 person at a time, without prejudice to what is stated for disabled persons in the preamble. Signs have been displayed to this effect in the elevators near areas. 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. Entry and exit of employees and students**

Staggered arrival and departure times at work should be encouraged in order to reduce crowding in prominent areas. Social distancing and face masks are mandatory in common areas.

## **2.2. Access procedures for contractors**

Access of external suppliers, entry, transit and exit, is regulated through pre-defined procedures, routes and timings, in order to reduce occasions of contact.

Wherever possible, conveyors should delivery packets to reception staff, who will immediately inform the addressee; the latter must pick the packet as soon as possible. During loading and unloading activities, carriers must strictly comply with the distance of at least 1 meter and possibly use correctly surgical masks or higher level personal protective equipment.



Staff of the contracting economic operator that carries out work, services or supplies within the premises of the University of Trieste must comply with the restrictions and limitations imposed by all provisions adopted for preventing and reducing the spread of infections. Working activities may be implemented and carried on only if proper protection measures are ensured.

### 2.3. Access procedures for students

Students will access facilities for learning activities, in compliance with rules outlined in point 1. To book lessons and for the exams, refer to section 7 below. 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, therefore the anti-COVID-19 vaccination and the following booster shots is mandatory for them until December 31, 2022, unless certified clinical contraindication, under penalty of exclusion from the internship activity.

False statement will be reported to the competent authorities and the person responsible will be subject to disciplinary proceedings.

### 2.4. Access procedures 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 as to comply with safety regulations. In case of research activities at affiliated locations, the monitoring of access is under the responsibility of 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 frequently 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:
  - o a periodic sanitisation declaration model – including a list of all the facilities treated - from the University cleaning service contractor;
  - o an operative plan model for the registration of daily sanitisation activities carried out by the cleaning service contractor employees will be displayed in each university building to be easily consulted by the controlling bodies;
- 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 or several times a day when necessary.

In particular:

- rooms and areas will be cleaned daily, with particular attention for surfaces that are touched regularly;
- 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 the air changes.

### ***Front office stations***

Each front office workstation is equipped with surface disinfectant, disposable PPE and bags to collect devices after use; such bags must be committed to dedicated containers, following the procedure described in the below paragraph.

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. Extra cleaning

Account should be taken of the fact that coronaviruses, such as SARS-CoV-2 itself, may theoretically persist on inanimate surfaces for several days depending on its matrices/material, concentration, temperature and humidity, even if persistency in vital form and sufficient quantity to transmit the disease has not been verified.

Please refer to points 6.2, 6.3, 6.4 for the management of a suspected or certain case.

### 3.3. 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 INAIL – Istituto Nazionale Assicurazione contro gli Infortuni sul Lavoro prevention strategies for the containment of infection in workplaces, measures implemented on all systems are, in addition to those foreseen in ordinary maintenance:

- the sanitisation of heat exchange batteries on all AHUs, HVACs and fan coil units within the University premises;
- a management of specific air systems in relation to their design. In particular, air recirculation will be shut off in all systems with non-sectionable circuits, except those systems that have been designed with recirculation quota, in order to allow room ventilation. In this context the system will be operated by correctly adapting and remodelling the amount of primary air supplied and reducing the amount of recirculated air, i.e. by controlling the increase in primary air supply 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, such as:

- for fan coil batteries surfaces, AHUs and splits, a hydrogen peroxide-based sanitiser (mixture concentration < 3%) will be used;
- for all other surfaces, a specific broad-spectrum viricidal disinfectant and a professional detergent will be used.

### 3.4. 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. Disposable bag dispensers are also located where PPE and used materials are to be placed before being conferred to the right container.





The following procedure should be followed:

1. take two disposable bags from the dispenser;
2. place the waste in one of the bags and close it;
3. place the first closed bag into the second one and close it taking care not to squeeze it;
4. insert the bags in the proper waste bin;
5. carefully wash your hands with water and soap or rub them with the gel sanitiser.

The contractor's staff in charge of waste management will remove the plastic bag containing waste only after this has been treated internally by spraying it with sanitizer and then closing the bag with adhesive tape.

Bags that have been closed with adhesive tape will be immediately committed to external AcegasApsAmga containers for non-recyclable waste.

During their service, the contractor's staff must follow the rules laid down in this Protocol.

#### **4. PROTECTIVE EQUIPMENT AND PERSONAL HYGIENE MEASURES**

Heads of Department, managers and heads of office are asked to reorganise the work of their units, by favouring social distancing, reducing number of simultaneous presences at workplace and by preventing crowding at arrival and departure time – where possible through working time flexibility. Whenever necessary to keep social distancing, workstations and workspaces must be newly arranged.

Heads of Department, managers and Heads of office are entrusted with the monitoring and 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**

It is reiterated that everyone (teachers, staff, students, external staff) correctly use surgical masks or higher rated personal protective equipment with nose and mouth coverage and avoid physical contact, handshakes, etc. 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. If they need to provide first aid to someone, operators will wear disposable gloves and will also 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 model of mask recommended to enter the university areas. Front offices are equipped with plexiglass screens and the employees are asked to use this type of mask, or a higher protection.

#### MASKS WITH TRANSPARENT PORTION

Where necessary, such as in foreign languages classes and interviews with deaf people, face masks with a transparent portion can be used to facilitate the understanding of the interviews by lip-reading.

### 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. *Front-office stations* will be equipped with PPE and bags for their disposal according with provisions of this Protocol (see relevant section of this Protocol). There will also be signs 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.

If computers or other equipment are shared by many people, they must be cleaned with surface disinfectant and covered with cling film; at the end of the shift, university staff must confer the film into the waste container for single-use material.

### 4.3. Research activities

People in charge of research activities are responsible for the respect of the following prevention and protection measures within the laboratories and research group they are in charge of:

- to establish shifts to guarantee that in each laboratory there will be no more than one person at all times;
- to draw the attention to the need of a frequent ventilation of the work spaces;
- if needed by the activity, to establish the mandatory rule of wearing:



- a) a surgical mask or higher rated personal protective equipment;
- b) protective glasses made in polycarbonate or similar materials;
- c) disposable gloves for the use of common equipment;
- d) work coat.

If the **distance of at least 1 meter** at all times is not guaranteed, laboratory activities are not allowed. 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. For this purpose, adhesive labels will be provided to be affixed to the containers, also for the purpose of recognition by the cleaning service, which will empty it with the procedure described in point 3.4.

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**

Until the 30<sup>th</sup> June, all administrative activities are carried out by applying remote working solutions, within limits and ways envisaged by the circular letters issued on this subject. From the 1<sup>st</sup> July the remote working solution will be established by the Regulation for remote working solutions of the technical and administrative staff, on basis of the Italian Legislative Decree No. 379/2022

If two or more employees necessarily need to carry out their activity in the same room, the person in charge of that facility will organise the environment in order to guarantee a distance of at least 1 meter between each work station. The individual workstations in open space, where necessary and where the distance of at least 1 meter cannot be guarantee, should be equipped with protective / separation screens as for *front-office* activities. Frequent ventilation indoor is highly recommended. All documents necessary for administrative activities must be sent electronically whenever possible. In order to reduce contacts as much as possible, offices open to public may be provided with boxes/areas for delivering and picking up documents.



#### 4.5. Library activities

Loan areas are provided with protective screens; library 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*. The used equipment will have to be disposed in compliance with the dispositions given above, that will be recalled by nearby signs.

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 given for *front-office* areas.

#### 4.6. Special activities (animal technologists)

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

1. they must leave jackets, personal items and PPE outside the housing rooms (in the appropriate cabinets);
2. they must wear a disposable coat;
3. they must wear a dedicated pair of overshoes or shoe coverings;
4. they must wear gloves;
5. they must sanitise their hands with the alcohol gel;
6. they must 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 means of transport

The university means of transport are normally used 'alone'.

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 FFP2.



#### 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 in order 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. Particularly, it is required to respect each premise's maximum capacity, that needs to be clearly specified, and to limit access during the busiest hours.

Touch points in common areas (e.g. doors, handles, handrails, light switches, lift keypads, keypads and surfaces of beverage and *snack* dispensers, shared printers, *front office* floors, etc.) are sanitized daily with special microfiber cloths and sanitisers (medical-surgical product based on active chlorine from sodium hypochlorite or hydro-alcoholic sanitising solution).

### 5. WORK ORGANISATION

#### 5.1. Remote working

Without prejudice to the fact that working activities should prevalently be performed in presence, with the aim of assuring compliance with Covid-19 contagion containment measures, until the 30<sup>th</sup> June the organisation of in-presence working activities and work-from-home solutions complies with any official managerial communications. The new Regulation of remote work for technical and administrative staff will enter into force on 1 July, on the basis of the Italian Legislative Decree No. 379/2022.

For all activities to be performed in person, there should be no more than one person per room, unless the dimensions of the room itself allow the respect of the safety distance (the so-called social distancing) or in case of *open space*, the adoption of plexiglass barriers where the safety distance of one meter cannot be guaranteed.

#### 5.2. Services to the public and to University staff

Service to public and internal users is exceptionally and justifiably be provided online or by phone, when it is reasonably not possible to guarantee it in person, 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, as indicated under point 4.3. 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, the existence of pathologies and prescriptions must be certified by the competent Doctor, as stated by the decree of the Ministry of Health dated February 2<sup>nd</sup>, 2022.

### 5.4. Flexible working hours for Administrative Staff

The flexibility on the starting and ending time of work shifts specified below only applies to the days when employees must work in the office, also in order to avoid contacts in common areas (entrances, corridors, etc.) as much as possible.

If an employee needs to work in the office for the entire daily shift, flexibility consists in the possibility to start from 7:45 to 10:00 in the morning and ending whenever needed (within the limit of  $\pm 60$  minutes provided for by the agreements in force) in the frame of the facility service hours and in compliance with the necessities defined by head of that facility on the basis of the relative manager’s indications.

### 5.5. Opening Hours of facilities

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

### 5.6. How to run 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 in the Departments**, in compliance with the recommendations on safety distances also through the use of shifts and smart working, where possible.

Essential activities for the safety and welfare of animals in **the Enclosure** are planned on the basis of the OPBA coordinator proposals (OPBA – Organismo Preposto al Benessere Animale) and the





person in charge of animal welfare to the Head of the Life Sciences Department, who authorises them and informs the Director General. A similar procedure - requiring the agreement of the interested Heads of the Departments and facilities – applies to undeferrable experiments – especially those aimed at facing the Covid-19 pandemic – to the care of plants and animals and to the maintenance of cell cultures and scientific equipment.

Activities related to botanical collections care of botanical garden and of the TSB herbarium are organised and authorised by the Head of the Life Sciences Department, who informs the Director General.

### **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 [BiblioUniTS](#)

In order to ensure social distancing, pick-up of documents and occupation of seats in the reading rooms of the university libraries require a prior online reservation, to be made by accessing personal area on the SBA – the University Library System website with one's institutional credentials.

External users are allowed to borrow and consult documents in the reading rooms, subject to the number of places available in each library and after booking by phone or email.

The large offer of bibliographic material in e-format 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 ICT needs of the academic community to a large extent also off-site.

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

### **5.8. Home-workplace movements**

It is essential to avoid social gatherings also in relation to travels to and from work, with reference in particular to public transportation's use. For this reason, it is hoped that travels to work places will be made using forms of transport with adequate distancing among travellers.

### **5.9. Meetings and training activities**

Meetings of academic bodies will be normally run in-person, in spaces of appropriate capacity. It is recommended the use of surgical masks or higher protection FFP2 masks; in any case the possibility of remote participation through online tools may be provided. Business communication among colleagues and with internal or external users as well as meetings of any kind must be held online or from remote (Microsoft Teams, e-mail, telephone, etc.), where possible.

Training of technical staff may be conducted in presence, with respect to distances among learners (1 meter) and using surgical or preferably FFP2 masks, ventilation of spaces and according to rules adopted for lessons in classrooms.



Selection procedures are carried out according to the regulatory provisions.

## **6. HEALTH MONITORING SERVICE**

### **6.1. University Medical Officer and health monitoring**

Health surveillance has resumed regularly.

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

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

Students, teachers, research grant holders, 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), by indicating a contact number for tracking. They have to indicate also University persons with which have been in touch tightly (see definition in attached diagram) during 48 hours before the uprising of symptoms or the positive swab test, and the attended University areas during the same period. The usual procedure for transmitting medical certifications to the employer is confirmed.

### **6.3. Handling a symptomatic person**

In case of identification of a suspect case (a person with temperature higher than 37.5°C or symptoms comparable with Covid-19) in classroom and/or during educational activity (exams, etc.) or research activity, this person has to be provided immediately with FFP2 mask (if not be already provided) and adequately isolated from other people, except for those necessary to assistance and who have to wear FFP2 masks, available in emergency aid boxes, and try to maintain at least 1 meter of distance, as much as possible. It is necessary to ensure that he/she can return home as soon as possible, and to invite him/her to contact his/her general doctor for the necessary clinical evaluation and possible prescription of a diagnostic test. Isolation areas, which will be identified and identifiable in each building, and the area attended by person with symptoms should be sanitized according to the daily programme.



#### **6.4. Procedure to follow in case of suspect or confirmed case among technical administrative staff**

Technical administrative staff who results positive to a swab test or is identified as suspect case has to warn his/her superior, contact Technical and Administrative Staff Management Office by writing an email to [aaggpersonale@amm.units.it](mailto:aaggpersonale@amm.units.it) and to [emergenzacovid@units.it](mailto:emergenzacovid@units.it)

As regards to employees with cohabitant child under the age of 16 in self-isolation due to risky school contacts required by the Department of Prevention of local Health Authority, or during any distance learning periods, if the working activity can be done remotely, they may ask their head for its permission, for the whole or part of the period of self-isolation.

#### **6.5. Remote teaching activity by self-isolated professors**

If a professor stays at home for precautionary reasons connected to COVID pandemic (according to medical), he/she can carry out remote educational activity, on a voluntary basis.

The professor must give immediate notice of his/her absence (preferably on the day preceding it) by email and/or sms/whatsapp or other shared system, to the secretary's office of the degree course/Department and to the coordinator of the study course and plan modalities of lessons in presence, which will be promptly communicated to students.

If the professor does not carry out remote lessons, lessons will be made up upon his/her return to work.

#### **6.6. 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.

Professor Negro is nominated the contact person Covid-19 for the University of Trieste and Professor Larese acts as substitute.

### **7. TEACHING ACTIVITIES (1st June 2022 – 31st July 2022)**

#### **7.1. Lectures**

Lectures are held in accordance with the Guidelines for Teaching Activities 2021-2022, published on the institutional website under "COVID-19 updates and regulations", in the Teaching Activities section.

Classrooms will be accessible by a maximum number of students, as envisaged by national and regional regulations.



## Access to classrooms

Classrooms will be accessible at the entrance and exit from all the doors present, regardless of their size and number; the doors must be kept always open also to ensure safety in case of emergency exit.

Outside of lesson time, all classrooms at all sites, will not be accessible and the sanitizations will be carried out according to a schedule based on lessons' timetable.

It is recommended that classrooms be ventilated by opening doors and windows as frequently as possible, and always during the break between lectures.

## How to occupy seats

Students will access autonomously and with self-control: it is highly recommended to wear a surgical mask or higher level personal protective equipment.

Access to classrooms should only be reserved through the App (please refer to the instructions for using the # Safety4all App). Upon entering classrooms, students must insert or frame the QR code indicated on the signs next to the access doors: these show the number of seats that can be booked in relation to the room's reduced capacity that may be adopted in the event of. The number of seats that can actually be booked refers to a capacity of 100% and is set in accordance with the instructions of the competent authorities – therefore it is subject to changes that may occur, which will be promptly communicated. The QR code on the signs will count the seats occupied and indicate remaining seats available.

The possibilities of access to classrooms in the case of shifts will be indicated to students in advance.

Students regularly enrolled in a specific year of study or enrolled in single courses or other students who are expected to attend a specific course are entitled to access classrooms.

## Equipment and indications in the classrooms

On each access door will be affixed:

- Posters with rules of conduct;
- Sign indicating mandatory use of a mask and hand sanitization, maximum number allowed in the emergency phase (COVID capacity) and the QR code that students must frame to confirm their presence in the classroom that they will have previously booked.

Referring to the information sheets, should the information be different, this Protocol is to be considered.

In each classroom there will be:



- Horizontal warning signs for distancing;
- White or blue stickers on places that, where it is possibly required, assure the distance of at least 1 meter;
- Poster on correct behaviour;
- Hands 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 and, if there are shared equipment such as screens and keyboards, there will be transparent film (disinfectant and paper are sufficient for cleaning the cables).

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**

During the stay in the classroom, the use of surgical or higher protective masks is strongly recommended.

If necessary, especially in case of lessons in foreign languages and conversations with deaf people, the use of masks with a transparent portion is allowed to facilitate the understanding of the interviews by lip-reading. In the exceptional case in which students or teachers do not have them, masks will be available in the porter's lodge.

During breaks, students are invited to go outside, avoiding gatherings.

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, taking care of a responsible use of the classroom.

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

### **Role of professors**

Professors are not responsible for the modalities of access to classroom.

Professor, as the person in charge during the period of the lesson, is responsible of the control of the correct occupation of the available places and the student's behaviour in relation to this Protocol.

Professors are required to control, using the "registro" function of the #Safety4all application, that the number of students who booked access to the classrooms is compatible with the number of students present. If this is not the case professors are required to verify the correct access to classes by the students present.

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. It is also the teacher's



responsibility to remind students, in such cases (which cannot be attributed to allergic phenomena), that access to the university areas requires self-certification of the absence of specific symptoms, as indicated in the Protocol.

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 allowed and are to be considered work activities, where it is necessary to self-declare the movement from one's residence, according to the current regulations.

The authorisation to carry out a mission for a PhD student should be signed, not only by the person responsible for the fund on which the mission falls, but also by the coordinator of the PhD course or the Head of Department.

PhD students should also attach a declaration of the hosting national or foreign authority attesting the acceptance to host student, which should be endorsed by the coordinator of the PhD course.

### **Study and break/dining rooms**

Individual and collective study is allowed not only in the SBA reading rooms, but also in the study rooms of the University and the Departments. They are open with restricted and regulated access: it is no longer necessary to book the seat but it is still mandatory to register at the entrance and exit through the use of the # Safety4all app. As in the case of classrooms, the capacity indicated on QR code signs is that admissible in the current condition.





In each study or break/dining room there will be seats in the maximum number allowed and those in excess 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)

In each space it is highly recommended the use of the mask to cover the nose and mouth and to keep distance.

Students, who will stay in University spaces must occupy spaces of the classrooms/study areas considering their capacity, as fixed by national and regional provisions.

In compliance with cleaning and propriety regulations, students can autonomously take their meals in the same or in dedicated areas.

The sanitization of these spaces should be 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 the Guidelines published on the website: **Covid-19** updates, didactic session.

Without prejudice to the above-mentioned Guidelines, Professors who may be unable to reach the university premises for conditions of fragility, or any other reasons relevant to the current pandemic status, and therefore unable to carry out examinations in presence, will be allowed to proceed remotely, upon verification, with the prior motivated authorisation of the Department Director.

In any case the following conditions should be met:

1. respect of the rules of this Protocol and in particular those on capacity and use of rooms;



2. possibility of ensuring physical distancing in common areas before and after the exam: teachers must organise exams in presence in order to avoid crowds, also by different echelons;
3. disinfection of surfaces with alcohol and opening of windows in case of several examinations on the same day; commitment of the teacher and / or the related department of the course of study to check compliance with this protocol, inside and outside the classroom and to report any non-compliance for consequent disciplinary measures.

It is suggested to plan exams in classrooms with a sufficient capacity to guarantee the distancing, by leaving bigger classrooms to exams with a larger number of candidates.

Department's classrooms have to be booked by Departments directly through UP platform. In case in which Departments need for different classrooms from the ones assigned (for example because of number of candidates), Department must address a request to the Classroom Booking Service, who can reorganise classrooms according to needs.

In any case it is necessary to inform 14 days in advance the Service Prenotazione Aule of the use of classrooms in order to allow the preparation of the necessary sanitization, which can be duplicated during the same day. The sanitization of the desk and/or chair used for oral exams will be carried out by the students themselves using the kits made available in all classrooms.

### 7.3. Graduations

Graduations and pre-graduations will be run 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. except what stated in the previous point, the presence for each graduate student of a maximum of 8 accompanying persons (children included): the list of accompanying persons should be communicated at least 10 days before the graduation session to the Departmental Secretariat;
3. access of accredited photographers, with green certification, is allowed in compliance with this Protocol;
4. 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 for examinations must be sent to the Classroom Booking Service at least 14 days before the exam date so that the necessary sanitation can be scheduled.

Student access is governed by this Protocol. Any accompanying persons must be communicated to the responsible structure and need to comply with the conditions for the access and to respect this



Protocol. In no way access to the University premises will be granted to persons other than those indicated in the self-certification.

When one or more candidates are unable to attend in person as a result of self-isolation measures, the committee may decide to run remotely the degree or pre-degree session. It is the responsibility of the Department and the committee to arrange appropriate communications and times with reference to the guidelines on the conduct of remote degrees, in consideration of the conduct of the event in presence for the other candidates.

In cases where a member of the committee is unable to attend the graduation session due to self-isolation measures, s/he will be replaced; in the case of pre-degree sessions s/he can attend by remote.

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

#### **7.4. On-site internships as part of I, II and III level of degree courses**

- ***Extracurricular internships:***
  - be them new or ongoing, provided safety measures are respected;
  - in any case, prior consent from the intern and the host institution and authorisation from the University itself (request Form to access the premises of the University of Trieste).
- ***Curricular internships:***
  - They are all allowed;
  - For all internal internships, all indications relating to access to the University areas are valid;
  - In case of access to departmental laboratories, should be also followed all the rules relating to research activities;
  - In case of internships in the health area, these will continue with the rules agreed with the relevant health authorities;
  - In case of external internships in the non-healthcare area, in Italy it is necessary to respect the principles of the current conventions on internships, as well as regulations at the host organization;
  - In case of internships abroad, in addition to the acquisition of consents by the trainee, by the host structure and by the University, and compliance with current safety regulations, it will be necessary to assess the epidemiological conditions at the time of departure.

#### **7.5. Thesis**

All activities aimed at completing the thesis are permitted, according to the safety provisions of this Protocol.



## **8. PROTOCOL SHARING AND UPDATING**

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 until 31<sup>st</sup> July 2022 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

Dott. Stefano Rismondo – Head of Prevention and Protection Service

Ing. Francesca Petrovich – Manager of Technical Services Area

Dott.ssa Novella Benolich - Head of General Administrative Services

Dott.ssa Elena Veludo – Director of Administrative Services Area

Dott. Enrico Gabbai - Head of Student and Educational Services

Dott.ssa Cristina Cocever – Library system's Coordinator

Dott. Michele Bava – Manager of ICT Services and Head of Digital Transaction

Dott. Marco Chalvien – Workers' Health and Safety Representative

Dott. Marco Stebel – Workers' Health and Safety Representative