



## 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, which is significantly worsening, does not allow a full resumption of the activities, although the gradual implementation of vaccinations and the introduction of Green Pass Regulations will increase the number of students present at the University, without a dramatic rise in “endogenous” cases at the moment. 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 pandemic. 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 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 regulations compliance and violations warnings to competent authorities.

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

On the basis of the Italian Legislative Decree No.111 of August 6<sup>th</sup>, 2021, the explanatory note of the Minister of MUR – the Italian Ministry of University and Research of 31 August 2021, for the length of validity of this Protocol, university staff (professors, administrative and technical staff, language tutors - CEL, research grant holders, grant holders, contract lecturers, speakers, conference speakers, visiting professors, etc...) and university students at all levels (included those enrolled in post-graduate courses) must possess and are obliged to exhibit COVID-19 green certification in all in-person activities.

COVID-19 green certification attests one of the following conditions:

1. SARS-CoV-2 vaccination at the end of the required cycle. The validity is 12 months from the completion of the vaccination cycle. The certification is valid from the fifteenth day after the first dose of the vaccine, until the date scheduled for completion of the vaccine cycle at the time of the first dose.
2. recovery from COVID-19 (by a number of months not exceeding that envisaged by the Ministry of Health). Those recovered from COVID also acquire green certification, which is valid for 12 months, at the time of the first/unique dose of vaccine.
3. negative rapid antigenic test taken no longer than 48 hours or negative molecular test taken no longer than 72 hours.

Unique exception to green certification is people exempted from the vaccine campaign on the basis of an adequate medical prescription.



Green certifications issued by European Union country members and other foreign countries acknowledged by the EU and validated by a EU country member are equivalent to the Italian certification.

The Italian Ministry of Health on 4 November 2021 established that those individuals vaccinated abroad with vaccines not authorized by EMA, who receive a “booster” dose of m-RNA vaccine in the period between the 29<sup>th</sup> and 180<sup>th</sup> day after completion of the primary vaccination cycle, acquire the green pass 15 days after inoculation. If more than six months have elapsed from the completion of the primary cycle, a new complete primary vaccination cycle is necessary (and possible).

University staff and students who have completed the vaccination cycle, have been recovered from COVID-19 for less than 6 months or have received the first dose of vaccine for at least 15 days (or immediately after the first dose, if recovered from COVID-19) and have an adequate certification but not yet green pass, must communicate this status to [emergenzacovid@units.it](mailto:emergenzacovid@units.it) in order to inform ASUGI; this staff and students are considered equivalent to those possessing green pass. (In the whole text, where green pass is mentioned, vaccination certificate/certificate of recovery in absence of green pass is understood to be equivalent).

For the university staff, professors, technical and administrative personnel, research grant holder and other contract personnel, failure to comply with the above provisions shall be considered an unjustified absence and employment shall be suspended as of the fifth day of absence.

Students, including PhD and students of all specialization courses cannot access the university premises without green certification and not exempted from the vaccine campaign.

It should be noted that possession of a green certification does not affect isolation and communication obligations for persons who are coronavirus positive or in quarantine; in this case the green certificate already acquired, even if not revoked, does not in any way authorise access to or presence in the workplace.

Without prejudice to safety and prevention principles and regulations, for disabled people or people in special fragile conditions resulting from adequate certification it is possible to derogate from the specific procedures indicated in this protocol, provided that they do it safely and in consideration of their specific health condition.

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 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 emergency. 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;
- it is mandatory for people in risky conditions (flu-like symptoms, arriving from risk areas, who were in contact with someone who tested positive to the virus according to rules of quarantine and self-isolation envisaged at the time, etc.) not to access the University premises. If these conditions appear after accessing the campus, it is compulsory to keep a strict safety distance from other people, wear adequate PPE and promptly inform ([emergenzacovid@units.it](mailto:emergenzacovid@units.it)), one's general medical doctor and health authorities by thoroughly following the procedures included in the Covid-19 Emergency Plan for the management of a symptomatic person in the University;
- it is mandatory to comply with all current regulations in all facilities on the camps (especially to keep a safe distance, to correctly use face masks everywhere, inside and outside, to ventilate spaces regularly and to maintain a proper hygiene behaviour).

Information sheets – in Italian and English – will be available in 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.

## 2. ACCESS TO UNIVERSITY FACILITIES

University staff and students are prevented to access university premises, if they do not have green certification or are exempt from vaccination campaign. In order to ensure the implementation of the provisions envisaged by Regulations and this Protocol, an online version of the authorization form is available and could be downloaded from the dedicated entry section Academic community at the link <https://www.units.it/en/about/emergency-covid-19-guidelines-Updates> that requires the completion, signature and countersigning by the responsible indicated by the person completing



the form, if applicable. Access to the online form is be made using University credentials. A pdf. online version remains available for external staff. Completion and signing are mandatory for all people entering university facilities and remain valid until 31 December 2021.

The subscribers agree to declare under 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 have had contact with persons in quarantine or tested positive for the virus and not have been in risk areas, according to provisions of WHO and/or national and regional authorities in the number of days required by regulations based on the category and virus variant of the positive;
- e) to be aware that a valid green certification is necessary to access university facilities or exemption from compulsory vaccination or a negative nose and pharyngeal swab within 48 hours prior to each access or negative molecular test taken within 72 hours prior to each access as well as to be aware of the consequences as envisaged by the regulatory and administrative provisions.

The form must be countersigned by the Director of Department/Manager/Head of office and by the thesis Supervisor for students, the scientific Supervisor for research grant holders and the PhD Coordinator for PhD students, duly delegated by the Rector of the University of Trieste.

To attend in-person lessons, to access study rooms, libraries and in any case all areas with booking access, the form should be signed only once for the entire period of validity of green certification and in any case not later than December 31st, 2021 through the #Safety4All App.

Within the university premises everyone is required to correctly use protective surgical or higher-level masks and protective devices, by completely covering nose and mouth in all public areas inside buildings and in any case in rooms where several people are present. Masks are always mandatory in indoor areas, even for owners of green certification. Outside buildings the use of mask is mandatory in case of impossibility to keep the minimum interpersonal distance of 2 meters. All gatherings should be always avoided, inside and outside the buildings.

Where needed, visible signs will clearly advice movements and distancing, as well as entrances and exits, by the use of tapes and horizontal signs on the floor as well, in order to guide on proper behaviours.

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.

It is necessary to maintain a fixed workstation as far as possible, and to reduce moving in and between university facilities.



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, 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 is 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.

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.

Checks on possession of green certification will be done for university staff and students (for these latter on a sample basis), by using the *VerifyC19 app*. Universities are authorized to collect and retain data strictly necessary for verification of compliance with legal requirements related to green pass.

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**

Arrival and departure times at work should be scheduled in order to reduce crowding in prominent areas. There must be no gatherings in buildings' halls where attendance machines are situated. 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 correctly use 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, including the possession



of green certification. Working activities may be implemented and carried on only if proper protection measures are ensured. To this end, the present protocol will be forwarded to all contractors having employees attending the University of Trieste.

Dedicated toilets will be identified for university staff whose access will be forbidden to external staff. All other toilets will be available for other university users, including external contractors and visitors.

However, the presence of visitors should be limited, as much as possible.

### **2.3. Access procedures for students**

Students will access facilities for learning activities subject to the possession of the green certification, in compliance with rules outlined in point 1 and completion of the appropriate form through the #Safety4All App. To book lessons or study rooms / libraries and for the exams, refer to section 7 below. In case of need to access laboratories, both in presence and at affiliated locations, students are required to submit a request to their Head of Department on the aforementioned form signed by the supervisor. 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. For all students accessing Regional Health System facilities, the anti-COVID-19 vaccination is mandatory, unless certified clinical contraindication.

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 (e.g. staff belonging to spin-offs), who are all requested to possess and exhibit green certification (or provide a certificate of vaccination), should be organized as to comply with safety regulations, after completion of the same form, duly signed by the PhD Coordinator/Scientific supervisor and the Head of Department. 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, **if required**. Whenever possible, it is preferable that during their stay in the classroom, students use the same seat during their daily shift.

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 must be equipped with surface disinfectant, disposable PPE (gloves and face masks) 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's* area by using the aforementioned disinfectant and the provided gloves; the gloves must then be committed to special containers (see *infra* 'waste management' section below). 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.

Without prejudice to the prescription to maintain a safety distance of at least 1 meter in all areas where more than one person is present at the same time and the compulsory use of a surgical mask, it is necessary to ensure an adequate, long and frequent natural ventilation of spaces by opening windows, where possible, at least twice a day and for at least 10 minutes.

### **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 wear adequate Personal Protection Equipments.

## **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) must correctly use surgical masks or higher rated personal protective equipments with nose and mouth coverage and avoid physical contact, handshakes, etc. inside and outside 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**

They are intended only for staff who may enter in contact with infected people; therefore they are indicated for first-aid operators who must interact with an infected person. This type of mask must be put into first-aid bags and cabinets. If they need to provide first aid to someone, operators will wear disposable gloves and one of these masks; they will also provide a face mask to the patient. 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 to be equipped with to enter the university area and to be used by those who share common spaces both indoor and outdoor, even in case of green certification, if requested. Front offices are equipped with plexiglass screens and the employees will use this type of mask.

Staff workers who enter in contact with many people (couriers, postmen) for work reasons will be provided with surgical mask.

People using FFP2-3 masks with a valve will also need to use a surgical mask over it. If there are no indications on the use of PPE in the laboratory and more than one person should be present the use of a surgical mask or higher level personal protective equipment is mandatory.

##### **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. The use of protective masks (face shields) DOES NOT exempt the use of masks with adequate filtering capacity.



## 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, while wearing the provided disposable gloves and commit them, as described in the dedicated section of the Protocol. 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**

Pending the publication of Guidelines on Smart Working of the Italian Department of Funzione Pubblica- Public Function, Administrative activities are carried out by applying smart work within limits and ways envisaged by current legislation and circular letters issued on this subject.

To access university facilities employees should possess the green certification and wear surgical or higher level masks and keep them for the entire work shift, unless they work 'alone'.

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. Should such a solution not be possible, protective screens will be installed on each workstation as for *front-office* activities. If, for the nature of a specific activity and in very exceptional cases, social distancing should not be guaranteed, involved people will have to wear their surgical masks.

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**

Library loans to student and University staff and on-site consultation by research staff or students working on their graduation thesis are allowed under the following conditions:

- access is only possible by prior appointment;
- the use of face masks and of hand sanitiser

The alcohol hand sanitiser is available at the entrance of the library and on the consultation desks.

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 and specific areas for volumes that have already been booked in order to guarantee social distancing between library users and staff.

Public computers and other shared items are subject to the same procedures given for *front-office* areas.

At the end of their shift, containers with books that have been just returned will have to be put 'on quarantine' in a dedicated, separated room.



#### **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'.

Drivers are required to wear a surgical mask. 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 a surgical mask and only drivers can seat forward. Only two passengers can seat in the back.

#### **4.8. Management of common areas**

Access to common areas is restricted; time spent there should be as short as possible and a safety distance of at least 1 meter between people must be kept at all times. 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 reopened according to established security rules, complying with specific product group regulations for containment of the epidemiological emergency.

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. Smart working

Pending the publication of Guidelines on Smart Working of the Italian Department of Funzione Pubblica – Public Function, unless otherwise provided by the competent authorities, technical and administrative staff are expected to return to work in-person, by carrying out activities in presence “with priority”, in accordance with indications delivered by managerial circular letters.

Failure of green certification cannot be a reason for requesting smart working.

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 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

For personnel suffering from chronic pathologies or multiple diseases or states of congenital or acquired immunodepression, prescriptions already given regarding the specific individual clinical situation may be re-evaluated, if necessary, with the competent Doctor in relation to the risk conditions of the current context, both internal and external, with reference, among other things, to



the gradual improvement of the epidemiological trend and national vaccination coverage, as well as the specific circumstances of the worker such as the use of public transport or the availability of individual offices.

#### **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.

It is not allowed an alternation of office and smart working during the same working day, except for exceptional cases.

#### **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 emergency –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 and showing the green pass. 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.

Internal parking spaces are available for those entitled, subject to availability.

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

Meetings of academic bodies will be normally run in-person, in spaces of appropriate capacity where it is possible to ensure social distancing and the use of surgical masks or higher level protective equipment; 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 the use of surgical mask, 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.

For particular conditions or suspected exposure to positive individuals, the competent university Doctor can be contacted, through Occupational Medicine Department, for swabs to determine SARS-CoV-2 at nasopharyngeal or salivary level.

As regards “fragile workers”, in case of certificated medical cases, (for example cardiovascular, respiratory, metabolic diseases), employees may inform the competent university Doctor of the existence of diseases through the request for medical examination supported by medical documentations about the disease, to support the evaluation of the competent Doctor.

The competent university doctor will inform the employer and the Prevention and Protection Service of the result of the medical examination and will provide appropriate indications for the correct collocation of the employee, including any prescriptions or limitations for the task carried out, in compliance with employment contracts and alternative opportunities to smart working, if not feasible.

In any case, guarantees foreseen by the regulations for employees as in Law No.104/1992 or in case of certifications released by competent health authorities, attesting an invalidity deriving from immunodepression, oncological diseases or the course of life-saving therapies, are ensured.

For the protection of maternity in the current phase it should be noted that woman’s right to ask for advance maternity leave and postponement of the return to work to the 7th month after childbirth, in case of work activity with biological risk, remains valid.

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

In presence of a verified case of Covid-19 referred to a student/teacher/PhD/research grant holder/technical and administrative staff or collaborators in university areas, as indicated by ASUGI Department of Prevention, the closing of room/laboratory/office is arranged and/or its disinfection and sanitization, if it is not done every day, according with procedures established by effective protocols; the activity of contact tracking is sustained by sending list of teachers, research grant holders, PhDs, collaborators, technical and administrative staff and students present in classroom/laboratory/shift with the verified case, during 48 hours before symptoms start or swab test and starting date of self-isolation, to the competent Health Authority. All these students, professors, research grant holders, PhDs, collaborators and technical and administrative staff, in the case of a close contact (as envisaged by ASUGI Department of Prevention) are invited to self-isolate as a precautional measure, with a passive health surveillance of symptoms, and to follow provisions of the competent Health Authority, who is in charge of epidemiological survey and identification of measures to adopt (for example quarantine, self-isolation, active surveillance, etc.).



Students, teachers, research grant holders, PhDs and technical and administrative staff must communicate a positive swab test 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.

In the cases of provisions which envisage remote lessons, unless otherwise decided by those responsible on the basis of the epidemiological situation, the resumption of in person activities is allowed in accordance with prescriptions in force after 7 days from the date of exposure (in case of close contact), after a test with a negative result for those who have completed the cycle of vaccination or after 14 days from contact for those not vaccinated. Communications on temporary provisions of remote teaching activities are agreed with the University's health surveillance contacts.

Return to in-person teaching activity is subject to the result of epidemiological survey of the Department of Prevention. The same procedure is also activated for curricular activities (exams, graduations, ...). Finally, if absence of close contacts between the positive person and other participants is verified, through *contact tracing* activity, except for different resolutions of Health Authorities, the University cannot interrupt the activity and not close all areas.

In case of closure of buildings, it is necessary to warn Security Guards.

The employee who has been tested positive will stay isolated at home and monitored by his/her regular doctor and ASUGI Department of Prevention, who will decide his/her return to work. This condition is incompatible with any working activity. Classes will be recovered upon return to work.

### **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 a surgical 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 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. In this case, suspension of in-person teaching activities is not indicated but will be ordered if the case is confirmed. The confirmed case will trigger the procedure previously described.



#### **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 employees with cohabitant child who is under the age of 16 and in self-isolation due to risky school contacts are required by the Department of Prevention of local Health Authority, to work in smart modality, they may ask their head to work in this way, for the whole or part of the period of self-isolation.

Only if activity is not compatible with smart working, one of the parents, in alternance with the other one, can ask a leave for the whole or part of the period of self-isolation of the child under the age of 14. During this leave there is an allowance of 50% of salary.

These measures cannot be requested if during the same days they are enjoyed by the other parent, or if he/she is in smart working or does not carry out any work activity.

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

If a professor stays at home for precautionary reasons connected to the current emergency (according to medical indication or for precautionary self-isolation or with health surveillance, except cases of verified positivity, for which article 6.2 is in force), according to INPS notice 3653 of 09/10/2020, 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 has been established. It is 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.

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



## 7. TEACHING ACTIVITIES (8 November – 31 December 2021)

### 7.1. Lessons

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

#### **Access to classrooms**

The completion of the authorization form to access the University area by students attending classes will be valid upon notification of valid green certification possession for the entire period until 31<sup>st</sup> December 2021. This form will be connected to booking to lessons through the # Safety4All App.

Classrooms will be open in advance of the lesson time (about 30 ' in the morning, as soon as sanitation is finished and, in any case, at least 30' before the start of the lessons in the afternoon). This will allow the gradual access of students.

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.

The separation of entry and exit routes will not be adopted.

Classrooms will be occupied, where possible, by the same group of students for the whole day or by two different groups, one in the morning and one in the afternoon.

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 at the change of lessons.

#### **How to occupy seats**

Students will access autonomously and with self-control, wearing a surgical mask or higher level personal protective equipment upon entering the University area (even outside buildings).

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 restrictions for health emergencies. The number of seats that can actually be booked refers to a capacity between this minimum and 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 use of only those seats highlighted with the white or blue sticker (which indicates usable seats) if present, assure a distance of at least 1 meter between one student and another (where this is required).

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**

1. 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.
2. In each classroom there will be:
  - Horizontal warning signs for distancing;
  - White or blue stickers on places that, where it is 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).
3. 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**

1. During the stay in the classroom, the use of the surgical mask, covering the nose and mouth is:
  - mandatory for students following lessons;
  - mandatory for the teacher: the mask must always be worn inside the classroom both during the lesson and during breaks. There is no provision for the installation of screens or breath barriers in the classrooms because they would not allow the abstention from the use of masks anyway. 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. The use of protective masks (face shield) DOES NOT exempt the use of masks with adequate filtering capacity. 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 asked to go outside without creating crowds.

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 the indications on the use of the surgical masks or of higher level personal protective equipment and on the social distancing. Professor is also required to indicate the prohibition of occupying places without sticker, if required.

Professors are required to control, using the "registro" function of the #Safety4all application that the number of students booked and 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.

In the case of simultaneous use of two or more classrooms, which is currently not envisaged but possible if new restrictions are adopted, in order to guarantee correct occupation and avoid shifts for the same lesson, in the second room, if adjacent, the behaviour of the students who remain individually responsible for any behaviour that is not compliant with this Protocol, is the responsibility of the professor or tutor specifically recruited by the Department; in case of a second or third non-adjacent classroom, it is mandatory to commit the surveillance tasks to identified personnel of the University, who must be present for the entire duration of the lesson.

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.

Professors have the power to check green certification (or equivalent under this Protocol) of students attending their lesson in presence.

### **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.

In particular, the use of gloves, provided by the University, is mandatory in computer laboratories. 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. The same authorisation should specify that the mission is indispensable and not postponable after current COVID-19 health emergency.

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**

The study rooms of the University and the Departments are open with restricted and regulated access through the use of the # Safety4all app, with which it is possible to book seats for available shifts. As in the case of classrooms, the capacity indicated on QR code signs is that allowed under the condition of maximum restriction envisaged by health emergencies; where compatible with minimum distance conditions, the capacity of study and rest rooms will be revised to guarantee an increase in the number of workstations. Indications for using study and break/dining rooms are available at the following link: [www.units.it/ateneo/servizi-di-ateneo](http://www.units.it/ateneo/servizi-di-ateneo).



In each study or break/dining room there will be seats in the maximum number allowed and those in excess will be removed; it will be 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 is mandatory the use of the mask to cover the nose and mouth and to the keep distance; in the break/dining rooms, students can keep it lowered for the strict time necessary for food intake, but they must keep it in position as soon as they finish eating, if they get up, move around the room and when they enter / leave.

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. 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.

Students will be able to book spaces or classrooms available to carry out study activities or use them for the purposes of the student associations. Booking request must be addressed to [Prenotazioni.aule@amm.units.it](mailto:Prenotazioni.aule@amm.units.it) Organisers and participants must respect this protocol and prepare a list of participants for tracking in case of necessity. The list must be sent, before the meeting, to the booking service by email. If the list is not sent, it will not be possible anymore to book a classroom by defaulting associations in the future.

It is recommended that these classrooms should be ventilated periodically.

## 7.2. Exams

Both oral and written examinations will be taken in person, in respect of safety rules, with the exceptions envisaged by Guidelines published on the website: **Emergency Covid-19 – “Teaching Activities” section.**

For in person examinations, students, except those exempted from the vaccination campaign, are required to possess green certification or equivalent document foreseen by this Protocol. Professors belonging to the examination Committee are entitled and requested to verify, even on sample basis, the possession of green certification, in digital or paper format, whose validity may be verified through the application **VerificaC19** of the Italian Ministry of Health.

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 necessary 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.

Students must book and access the classrooms by #Safety4all app and by completing the self-certification form; the application is also necessary to sign the "Declaration of access to the premises of the University of Trieste".

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.

Considering that until 31.12.2021 the possibility of taking exams online is guaranteed upon motivated request of individual student, students should write in the field Notes of the online booking form for examinations on ESSE3 a self-declaration with the motivations of the request which should depend on:

- i. health reasons related to the current emergency;
- ii. inability to move from their residence due to restrictions related to emergency;
- iii. inability to move from regions other than that of the course of study;
- iv. having attended online lessons of that course for the whole semester as it was allowed by the University.

This self-declaration may be subject to verification.

### **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 of max. 50% 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) with green certification (except for children younger than 12 years of age) each is allowed: the list of accompanying persons with green certification, 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 by completing the self-certification form available online. Any accompanying persons can be indicated on the form; in this case it is considered that they subscribe the conditions for the access. 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 quarantine 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 quarantine 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 (if not already converted into project work or e-learning) 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, it will be applied all indications relating to access to the University areas and it is necessary to fill in the required form signed by the Director;
- 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 obtain consent from the trainee and the host organization and authorization from the University (request Form to access the premises of the University of Trieste);



- 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

The restarting of all activities aimed at completing and starting the thesis is 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> December 2021 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  
Sabrina Luccarini – Director General  
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  
Stefano Rismondo – Head of Prevention and Protection Service  
Francesca Petrovich – Manager of Technical Services Area  
Luciana Rozzini – Manager of Economic and Financial Services Area  
Novella Benolich - Head of General Administrative Services  
Elena Veludo – Director of Administrative Services Area and Head of Personnel Services  
Enrico Gabbai - Head of Student and Educational Services  
Cristina Cocever – Library system's Coordinator  
Gabriella Staraz – Head of Digital Transition  
Marco Chalvien – Workers' Health and Safety Representative  
Marco Stebel – Workers' Health and Safety Representative

This Protocol has the following annexes:



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- 1) Request Form to access the premises of the University of Trieste;
- 2) Privacy Policy Statement, that all data subjects are invited to read.