



Joint Protocol regulating the measures to fight and contain the widespread of Covid-19

Index

FOREWORD.....	3
1. INFORMATION	3
2. HOW TO ACCESS UNIVERSITY FACILITIES.....	4
2.1 Coming to work and leaving work.....	5
2.2 Access procedures for contractors	5
2.3 Student access	5
2.4 Access procedure for PhD students and research grant holders	6
3. CLEANING AND SANITISATION OF THE UNIVERSITY FACILITIES	6
3.1 Ordinary cleaning	6
3.2 Extraordinary cleaning.....	7
3.3 Sanitisation of air treatment systems	8
3.4 Waste management	9
4. PROTECTIVE EQUIPMENT AND PERSONAL HYGIENE MEASURES.....	10
4.1 Front office activities	10
4.2. Teaching activities.....	11
4.2.1 Lessons.....	11
4.2.2. Exams	11
4.3. Research activities	11
4.4 Administrative activities.....	12
4.5 Library activities	12
4.6 Special activities (animal housing rooms)	13
4.7 Use of university means of transport.....	13
4.8 Management of common areas	13
5. WORK ORGANISATION	13
5.1 Smart working as the ordinary way of working	13
5.2 Limited presence on site	14
5.3 Services to the public and to University staff.....	14
5.4 “Fragile” staff.....	14



5.5 Flexible working hours.....	14
5.6 Service Hours of Facilities	15
5.7 Support activities for research, animal housing and the botanical garden	15
5.8 Library services	15
5.9 Home-work trips.....	16
5.10 Meetings and training activities.....	16
6. HEALTH MONITORING SERVICE	16
6.1 University Medical Officer and health monitoring	16
6.2 Handling a symptomatic person	17
7. PREDICTABLE TIMING OF PHASE 2 (4 May-30 August 2020)	17
Research	17
Libraries	17
Traditional lessons.....	17
Exams.....	17
Graduations.....	17
Compulsory classroom activities.....	18
On-site internships (if not already converted into project work or e-learning)	18
Thesis	18
8. JOINT DRAFT AND UPDATING THE PROTOCOL.....	18



FOREWORD

This document has been drafted in compliance with the principles of prevention, precaution, proportionality and rationality, on the basis of the Italian Prime Ministerial Decree of 24 April 2020, the Regional Order No. 12/2020 issued by Friuli Venezia Giulia, the Directive of the Minister for Public Administration No. 3/2020, the note of the Minister for University and Research dated 4 May 2020, the joint regulation protocol signed by the Government and the social partners on 14 March 2020 and its update of 24 April 2020, as well as the Rector's communications during the sessions of the Academic Senate and of the Board of Directors of the University of Trieste, on the 22 and the 30 April 2020 respectively, concerning the guidelines for the post-lockdown phase. 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 the SARS-CoV-2 outbreak.

This protocol is valid and effective as from its publication, and will be gradually implemented and updated.

Without prejudice to the safety and prevention principles and regulations, it is possible for disabled people to derogate from the specific procedures indicated in the present protocol, provided they do it safely and in consideration of their specific disability.

1. INFORMATION

The University of Trieste, through the most suitable and effective methods, informs anyone having access to the university facilities about the provisions taken by the Authorities regarding the containment measures for the Covid-19 emergency. Detailed information can be found in the specific section on the University website (<https://www.units.it/en/news/emergency-coronavirus-covid-19>), that also contains governmental and regional records (in Italian), as well as internal guidelines and provisions adopted by the University Bodies.

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

- 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 practitioner and the health authorities;
- it is mandatory for people in risky conditions (flu-like symptoms, arriving from risk areas, contact with someone who tested positive to the virus during the previous 14 days, etc.) not to access to 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 the Rector (emergenzacovid@units.it), one's general medical practitioner and the 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 the rules issued by the Italian Government, as well as the Friuli Venezia Giulia Region and the University of Trieste in all campus facilities (especially security distance measures and proper hygiene behaviour).



Official information posters edited – in Italian and English – by the competent authorities (Ministry of Health, Italian National Institute of Health (ISS), WHO, Friuli Venezia Giulia Region, etc.) will be displayed in buildings' entrances and in prominent areas (janitor's quarters, clocking in machines, entrances and corridors of research areas, libraries and all other prominent areas) and will be widespread by *e-mail*.

The information concerns:

- Major behavioural rules;
- Social distancing and proper use of PPE;
- Correct handwashing;
- Schematic instructions for a “proper” handwashing technique in toilets.

These posters will be completed with further communications, if needed to prevent the spread of the virus.

2. HOW TO ACCESS UNIVERSITY FACILITIES

In order to ensure the compliance with the prevention measures defined by the Prime Ministerial Decree, the Friuli Venezia Giulia Region Order and the present Protocol, a specific form is provided (to be used for all accesses after 18 May 2020), containing a declaration to be filled in and signed by anyone accessing the campus buildings. The declaration will be available on the website in the special Coronavirus Emergency section. Subscribers undertake under their own responsibility to be aware of the main Covid-19 prevention measures, not to be aware of being affected by fever or other flu-like symptoms suggestive of Covid-19, not to have had contacts with people who tested positive for the virus and not to have attended over the past 14 days risk areas according to the WHO indications.

Anyone accessing the campus facilities has to fill in the form that will be valid for 15 days (18th May-3rd June 2020). On the same form the applicant will have to indicate the reason validating the access, as well as the exclusive location of the activity. The form must be countersigned by the relevant head of department/office and by the Thesis Advisor in the case of graduating students, by the Scientific Coordinator in the case of research grant holders and by the PhD Coordinator in the case of PhD students.

Everyone is required to correctly use protective face masks (completely covering nose and mouth) in all public areas, both inside and outside buildings and in any case in rooms when more people are present.

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

Breath or sneeze guards (plexiglass screens) will be installed in sensitive areas, where direct user contacts are expected (i.e. front offices).

When more people are present in the same working space or laboratory, workstations must be arranged so that workers are at least 2 meters apart. Only where this is not possible, workplace shift patterns should be created or, as a less favoured alternative, plexiglass screens should be installed to separate people from each other and protective face masks should be constantly worn.



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

The use of stairs instead of lifts should be preferred whenever possible. Lifts should be used only in case of need and by only 1 person at a time. Posters has been displayed accordingly, inside and near the lifts.

Dispenser of alcohol hand sanitiser gel are available in all buildings. There are also closed bins for throwing away used gloves, face masks and other disposable materials that must be put in closed bags among solid waste.

2.1 Coming to work and leaving work

Arrival and departure times at work should be scheduled in order to reduce crowding in prominent areas (entrances, changing rooms etc.).

2.2 Access procedures for contractors

Specific procedures have been defined for the entry, transit and exit of contractors, together with pre-defined methods, routes and timing, in order to reduce contact opportunities.

Wherever possible, drivers shall stay in their vehicles and shall not enter offices without authorisation. During loading and unloading activities, carriers shall keep the strict 2-meters distance. In any case, loading and unloading activities shall be accomplished outside the buildings.

The University will identify public toilet facilities for all external people entering the University premises - including contractors, drivers and other external employees - and, if needed, dedicated toilet facilities for university staff, that will be unavailable for other people.

The presence of visitors should be limited at maximum.

Contractors' and service providers' employees working at the premises of the University of Trieste are obliged to observe all restrictions and limitations imposed by the university provisions in order to prevent and reduce the spread of the infection. Only if proper protection measures are ensured, working activities may be carried on and implemented. To this scope, the present protocol will be forwarded to contractors having employees attending the University of Trieste.

Contractors, cooperative staff and visitors must be provided with the necessary PPE.

2.3 Student access

Students are currently not allowed to access the university for lessons or exams. If they need to use a laboratory to complete their thesis, they must ask for the authorisation of the head of their department by using the Request Form duly countersigned by their Thesis Advisor and by the Head of Department. Authorisations will be released only if the student activity will be considered essential and urgent.

For book loans and consultation, please refer to the relevant section of this document.



2.4 Access procedure for PhD students and research grant holders

The activity of PhD students, research grant holders and other temporary staff dedicated to research will resume on 18 May and will be reorganised in order to fully comply with safety regulations, prior to the filling in of the Request Form, duly countersigned by the PhD Coordinator and the Head of Department.

3. CLEANING AND SANITISATION OF THE UNIVERSITY FACILITIES

3.1 Ordinary cleaning

For cleaning and sanitisation, please refer to the Ministry of Health Memorandum No. 5443 of 22 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 a 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;
- room ventilation must be ensured by frequently opening the 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;



- 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 as well as wearing PPE.

More in detail:

- rooms and areas will be cleaned daily, with particular attention for surfaces that are touched regularly;
- the contractor will use disposable or washable cloths – different for each type of object/surface – in microfibre moistened with water and soap and/or with professional detergents, paying attention to their correct use for each surface to be cleaned;
- the multipurpose wipes must be washed and sanitised in the available washing machines, in compliance with the procedure for their use, that shows the washing and sanitising temperature for each product and guarantees that the washing machine is activated and operated only in the constant presence of the operator;
- if available at the premises, floor cleaning machines must be used.

Classrooms used for the recording or streaming of online courses are sanitized at least once a day.

Front office workstations

Each front office workstation must be equipped with surface disinfectant.

At the end of the shift, the employee disinfects the horizontal and vertical surfaces of the working area by using the aforementioned disinfectant and the provided disposable gloves; the gloves must then be disposed in special bins (see the ‘waste management’ section below). It is also recommended to ensure proper ventilation by opening the windows, if present, at least twice a day for 10 minutes.

The contractor for cleaning services will sanitise these workstations once a day – if a major front office users crowd is registered, also twice upon request.

3.2 Extraordinary 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.

That being said, should a Covid-19 positive person be present in a University facility and should it not be possible to prevent the access to the contaminated area for at least 3 days, the facility will be cleaned and sanitised through the cleaning and disinfecting procedure established in the provisions of the Ministry of Health Memorandum No. 5443 of 22 February 2020, as well as through ventilation by special-



ised companies carrying out the intervention as soon as possible and releasing the certifications of correct sanitisation.

3.3 Sanitisation of air treatment systems

In all buildings, included those with full air systems, will be ensured:

- a) the closure of the recirculation system;
- b) the cleaning and maintenance of filters.

When carrying out the cleaning and maintenance operations of the air conditioning systems (fan-coil units, AHUs, etc.), the contractor will take care to keep the condensate drain siphons efficient by filling them with water.

In particular, the following operations will be carried out:

Interventions on AHUs, air extractors and heat recovery units:
<ul style="list-style-type: none">• checking if electrical equipment is operating (flow switches, pressure switches, anemostats, etc.);• checking adjustment settings;• cleaning filters with accurate washing and/or replacement, whenever it is necessary to clean the inside of the boxes with a vacuum cleaner;• checking and cleaning of the condensate collection tank and related drain;• filling the condensate drain siphons with water;• cleaning the outside air intake grille;• fan cleaning;• external cleaning of the heat exchange batteries with extractor fan;• cleaning of all inspectable sections;• cleaning and straightening of heat exchanger fins if needed;• air flow rate check and calibration of manually operated dampers;• checking bearing;• cleaning and greasing of fan units;• belt tensioning shaft control and belt alignment;• replacement of belts (or whenever breakage occurs);• cleaning of all the return air vents or return air switches and their relative delivery checks on the functioning of the mixing valves;• tightness check and possible replacement of rubber pipes for pneumatic adjustments;• cleaning of all inlet valves or return air switches and related outlets, checking the functioning of the mixing valves;• tightness check and possible replacement of the rubber pipes for pneumatic adjustments;• function check and calibration of room thermostats;• adjustment of on/off clocks at seasonal changes, interruptions for holiday periods or other requirements;• cleaning of all air supply grilles;• cleaning of all air intake vents;• tightening of locking screws.



Interventions on fan coil units:

- operation control of electrical equipment (flow switches, pressure switches, anemostats, etc.);
- checking adjustment settings;
- cleaning of fans;
- external cleaning of heat exchange batteries with special vacuum cleaner;
- cleaning of all inspectable sections;
- cleaning of the heat exchange coil fins;
- checking built-in or zone/environment thermostats;
- filter cleaning with accurate washing and/or replacement;
- internal boxes cleaning with vacuum cleaner;
- checking "mixing" valves and adjusting seasonal (Summer/Winter) settings;
- cleaning the condensate collection basin and adjusting basin slopes;
- filling the condensate drain siphons with water;
- cleaning the condensate drain pipes by removing dirt and limescale, leakage check and possible replacement of rubber pipes for pneumatic adjustments.

All the above-mentioned cleaning operations are carried out by qualified staff and through 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 virucidal disinfectant and a professional detergent will be used.

When the air treatment equipment is switched off, an adequate, long and frequent normal ventilation of the environment must be ensured by opening the windows, where possible, at least twice a day and for at least 10 minutes.

3.4 Waste management

After its proper use, all disposable products (film, gloves, etc.) must be thrown into special disposal bins, which are available on site. These closed bins, used for collecting, transferring and removing the used disposable products are in grey plastic (which indicates them as containing 'unrecyclable' waste) with pedal-controlled opening.

Follow these steps for a proper waste disposal procedure:

1. take two disposable bags;
2. place the waste in at least two bags, one inside the other;
3. close the bags by knotting the handles and without squeezing them;
4. open the waste bin by using the foot pedal and insert the bags;
5. wash your hands or use the hand gel sanitiser.



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 the number of simultaneous presences at the 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 posters indicating the proper hand washing techniques are displayed nearby.

Requests for the supply of alcohol hand sanitiser gel and other sanitising products should be sent to the University [Purchasing and Supply Management Office \(provveditorato@amm.units.it\)](mailto:provveditorato@amm.units.it).

Request for the supply of face masks should be sent to the Prevention and Protection Service (prevenzione@units.it) that will then give the PPE to the warehouse of the Purchasing and Supply Management Office to distribute them.

Measures for the containment of the spread of the virus will be described in the following sections.

4.1 Front office activities

Front office activities should be performed from remote whenever possible. When a given front office activity cannot be carried out from remote, the relevant head of office must identify organisational solutions to reduce the risk, by identifying a single front office workstation and by encouraging procedures to avoid crowding (e.g. activities by appointment) and ensure that the social distancing (2 metres) between users is maintained (e.g. horizontal tapes signs). In order to deal with these eventualities, front office workstations are in any case equipped with transparent screens (i.e. plexiglass) to separate people from each other. Every front office workstation is equipped with:

- alcohol hand sanitiser gel,
- disinfectant and paper towels;
- special bin for used disposable material.

At the end of the shift, employees must disinfect the horizontal and vertical surfaces of their working area while wearing the provided disposable gloves; then, they will dispose of the gloves as described.

In case of shared use of computers or other equipment, these devices must be cleaned with surface disinfectant and covered with cling-film; at the end of the shift, employees must throw the film into the disposable bins.



4.2. Teaching activities

4.2.1 Lessons

All teaching activities are carried out from remote (e-learning). Rooms used for this purpose must have at least the following protective equipment:

- alcohol hand sanitiser gel;
- surface disinfectant;
- cling-film to cover devices used by more than one person;

All related activities (e.g.: lesson recording, support for the use of IT platforms, etc.) must be carried out either from remote or by respecting the social distancing; if these safety measure cannot be respected, the people involved in such activities (max 2 people: teacher and IT specialist) must absolutely wear face masks the whole time they are together.

4.2.2. Exams

Exams and graduations will be only possible from remote at least till the end of June.

4.3. Research activities

- the use of common areas such as changing rooms and bathrooms require scheduled shifts;
- only one person at the time can work in a laboratory; therefore, activities must be scheduled to allow all those needing to work in them a specific shift.

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 establish the following obligations:
 - a) to wear a protective face mask when required;
 - b) to wear protective glasses made in polycarbonate or similar materials;
 - c) to wear disposable gloves for the use of common equipment;
 - d) to wear the smock.

In the exceptional case that an activity cannot be carried out **solo**, the person in charge of it is responsible for the respect of the following prevention and protection measures:

- to guarantee that the distance of 2 meters between the people in the laboratory will be kept at all times;
- to establish the following obligations:
 - e) to wear protective glasses made in polycarbonate or similar materials;
 - f) to wear disposable gloves for the use of common equipment;
 - g) to wear the smock;

If the **distance of at least 2 meters** 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 the 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.

Protective face masks must be replaced when wet.

The laboratory must have a bin to throw all the disposable equipment used during one's shift.

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

4.4 Administrative activities

Administrative activities are mainly carried out from remote. Should an activity be impossible to perform from home and should employees have the necessity to access the university facilities, they will need a face mask that they will have to wear while in common areas and during the entire working shift, unless they work **solo**.

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

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 and through a given entrance and exit path;
- the use of face masks and of hand sanitiser or disposable gloves is mandatory to collect items booked in advance;
- the use of face masks and of disposable gloves is mandatory for on-site consultation.

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 all front-office activities. There are containers to return borrowed books and specific areas for volumes that have already been booked in order to guarantee the social distancing between library users and staff.

Public computers and other shared items are subject 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 housing rooms)

People working in animal housing rooms – an activity requiring special protection – are provided with FFP2/FFP3 masks, gloves, glasses and sanitisers, necessary also to contain the Covid-19 virus.

4.7 Use of university means of transport

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

Drivers are required to wear a surgical mask and disposable gloves. Inside the vehicle there is a sanitiser that must be used on the steering wheel before and after using it. Disposable seat covers are mandatory on the driver's seat.

If a means of transport has to be exceptionally used by more than one person, all passengers must keep the safety distance – i.e. only two people can sit in the car, both wearing a face mask: one in the driver's seat and one in the right-hand rear seat.

4.8 Management of common areas

Access to common areas is restricted; the time spent in them must be as short as possible and a safety distance of 2 metres 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 will remain closed until the regulations for the containment of the epidemiological emergency specifically issued for that sector will not allow the resumption of their activities.

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).

5. WORK ORGANISATION

5.1 Smart working as the ordinary way of working

Smart working represents the ordinary way of working for technical and administrative staff.



5.2 Limited presence on site

Working in the office must be a real exception and should be limited to those cases where the physical presence of the employee is essential to perform activities that are strictly functional to the management of the emergency or of non-deferrable activities:

- a) essential services provided by libraries and technical offices as specified by the governing Bodies;
- b) research support services, within the limits of the activities identified by each Head of Department;
- c) necessity due to non-deferrable activities that can only be carried out on site and that have been specifically identified as such by the person in charge of that facility; in any case there must 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).

The presence of employees in the cases referred to under point a) is organised by the head of their offices, who has to establish the number of people that must be in service every day in order to guarantee the processes and essential services indicated in the DG Decree No. 115/2020 of 10.3.2020 and for which the physical presence is required.

5.3 Services to the public and to University staff

Services to the public and to University staff are always provided **from remote** – online or at the phone – no matters if the people providing them work at home or in the office. A confirmation that the user's request has been taken in charge must be sent no later than 2 working days after receiving the request.

Should it be impossible to provide a given service to the public from remote, staff will fix **scheduled appointments at the university**. To perform their task, staff will be equipped with suitable personal protection equipment (PPE) and protective screens aimed at containing the SARS-COV-2 virus in working environments. In such cases, accesses to any area must be spread, also by means of **bookings and appointments**, ensuring a scheduled provision of services, in compliance with the current safety and distancing measures.

5.4 “Fragile” staff

Employees with chronic or multiple pathologies, congenital or acquired immunodepression or family members in those health conditions – prior presentation of a medical certificate – cannot be required to work in the office and must continue to do it **exclusively through smart working**.

5.5 Flexible working hours

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 ± 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.



Rules for smart working are still those given in previous decrees.

5.6 Service Hours of Facilities

Weekly service hours for university facilities during the emergency can be remodelled in terms of days and times, prior adequate communication and upon proper organisation by the head of each facility.

5.7 Support activities for research, animal housing and the botanical garden

Services to the public are provided from remote – be it through smart working, online or at the phone.

If some employees must work in the department facilities, heads of departments will organise the **technical activities supporting research** in their department following the safety distance rules – if necessary, through working shifts – and continuing to rely on smart working whenever possible.

Essential activities for the safety and welfare of animals in **animal housing rooms** are planned on the proposal made by the coordinator of the body in charge of animal welfare (Organismo Preposto al Benessere Animale – OPBA) and the person in charge of animal welfare to the head of the Life Sciences department, who authorises them and thus inform the Director General. A similar procedure - requiring the agreement of the interested heads of 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.

The activities related to the care of the botanical collections of the botanical garden and of the TSB herbarium are organised and authorised by the head of the Life Sciences department, prior information to the Director General.

5.8 Library services

The library services for the support of teaching and research activities are included in the service charter available on each library website, which can be reached from www.sba.units.it/biblioteche (in Italian).

University libraries are open Monday to Friday. Working hours are published on the library system website: www.sba.units.it/ (in Italian).

In order to guarantee the updating of bibliographic collections, each library will guarantee the presence of one employee on the days and times necessary for the reception of new volumes from the suppliers and for the necessary controls. Their presence on site is subject to the application of all the relevant rules.

All other back-office activities will be carried through smart working; occasional exceptions will have to be communicated and will be subject to the rules applied to the presence of employees in the University premises.



Whenever possible, meetings are held from remote. In case people have to meet in person, social distancing must be always guaranteed.

All training activities are carried out from remote.

5.9 Home-work trips

Social aggregation must be avoided also in trips to work and back home, particularly if made by public means of transport. For this reason, when going to work, employers should use a means of transport that guarantee the social distancing between travellers and/or private vehicles.

Indoor parking areas are available on a first come first served basis.

5.10 Meetings and training activities

Direct meetings of the governing bodies are not permitted. Work communications between 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.). If – exceptionally and for proven necessity – a direct meeting takes place, a safety distance of at least 2 meters and the use of protective face masks must be guaranteed.

All university events and classroom training activities (even compulsory one) that cannot be carried out online must be cancelled or – in any case – suspended/postponed.

All training activities are carried out from remote.

6. HEALTH MONITORING SERVICE

6.1 University Medical Officer and health monitoring

In compliance with the provisions of the Prime Ministerial Decree of 26.04.2020, the health monitoring of workers exposed to risks must continue. However, as medical examinations imply a reciprocal contagion risk due to the ascertained, important prevalence of asymptomatic people, the memorandum of the Italian Ministry of Health No. 14915 of 29.04.2020 states that periodic medical examinations can be postponed until 31 July 2020. Therefore, in this period precedence is given to preventive examinations (especially for hiring purposes), examinations requested by the worker and examinations upon return from illness exceeding 60 days.

With regard to the introduction of possible diagnostic means such as serological tests, the university Medical Officer applies the indications of the health authorities and competent bodies, in compliance with national and regional regulations.

Particularly fragile workers – i.e. elderly people or people with chronic or multiple pathologies or with congenital or acquired immunodepression, according to Art. 3 (1, b) of the Prime Ministerial Decree of 8.03.2020 – are invited to send a request for medical examination as per art. 41(c, C) of Legislative Decree No. 81/08 (medical examination at the request of the worker). The university Medical Officer will evaluate each case on the basis of the medical evidence provided; if necessary, the MO will send their opinion to the Rector so that he can protect them with due regard for their privacy.



The employee who tested positive for Covid-19 has to notify the Rector by sending an email to emergenzacovid@units.it. When he will receive the recovery certificate of good health from the local medical centre (two negative swabs), before returning to work, he will have to pass a medical examination from the University Medical Officer even if the employee's absence was shorter than 60 days.

6.2 Handling a symptomatic person

A person cannot stay within the university premises in the occurrence of a fever (temperature higher than 37.5°C) and/or of respiratory infection symptoms. Should this happen, the person will have to promptly inform the Rector by writing an e-mail to emergenzacovid@units.it. As indicated in the Covid-19 Emergency Plan for the management of a symptomatic person in the University, the Rector will proceed to the isolation of the person (who will be provided with a surgical mask if they do not have one already), notify the health authorities and call the emergency numbers for Covid-19.

As a precaution, those who possibly had close contacts with people who tested positive for Covid-19 should leave the university and follow the instructions of the health authorities.

7. PREDICTABLE TIMING OF PHASE 2 (4 May-30 August 2020)

Research

- from 4 May: all urgent and undeferrable activities;
- from 18 May: all activities that guarantee absolute social isolation in compliance with safety regulations.

Libraries

- from 4 May, book loan (and return) service by appointment in the libraries of the humanistic, technical and scientific areas;
- from 18 May, book loan (and return) service by appointment in all libraries;
- from 18 May, consultation service by appointment in all libraries for only a limited number of people that will be clearly indicated.

Traditional lessons

- only from remote for the entire semester.

Exams

- until the end of June, only from remote;
- from July, preferably from remote; however, mixed modalities will be taken into consideration for exams with a very large number of candidates, but only if strictly necessary and if the test itself can be carried out safely and without discriminating any candidate.

Graduations

- until the end of June, only from a distance;
- from July, preferably from remote; mixed modalities will be taken into consideration if they can be carried out safely and without discriminating any candidate.



Compulsory classroom activities

- from 3 June –and in some exceptional cases from the 18 May–, undeferrable activities of compulsory workshops (left even after the course had been reorganised), countryside activities, summer schools, etc. prior the scheduling of shifts and in compliance with safety measures.
- The people involved as well as the date and time of the activity must be clearly identified.

On-site internships (if not already converted into project work or e-learning)

- **Extracurricular internships:** from 18 May, be them new or ongoing, provided safety measures are respected;
- **Curricular internships:**
 - o in the health sector, from June;
 - o in other sectors, only if the activities – for both internal and external internships – are necessary for the completion of thesis, cannot be performed by others and can be carried out individually and in compliance with safety regulations.

Thesis

- only undeferrable activities for the completion of the thesis;
- to be carried out individually and in compliance with safety regulations.

8. JOINT DRAFT AND UPDATING THE PROTOCOL

This joint protocol has been drafted by the Rector, the Director General, the Coordinator of the Medical Officers, the head of the Prevention and Protection Service, some University technicians and the Workers' Health and Safety Representatives. The measures identified apply to the so-called Phase 2 and are subject to modifications, updates and new elaborations in consideration of future regulations or the necessity to adapt them to the specific realities of the University of Trieste. To this end, those who contributed to the drafting of this document will form the 'Committee for the application and monitoring of the regulation protocol' and will need to constantly share their ideas on this subject.

The contents of the document have been presented to the University union trades.

The committee will be formed by:

Prof. Dr. Roberto Di Lenarda – Rector

Sabrina Luccarini – Director General

Prof. Dr. Francesca Larese – Deputy Rector for Working Conditions, Health and Safety at Work

Prof. Andrea Crismani – Deputy Rector for Legal Affairs and Transparency

Prof. Iliaria Garofolo – Deputy Rector for Energy and Building Management

Prof. Paolo Edomi – Deputy Rector for Education

Prof. Alessandro Baraldi – Deputy Rector for Scientific Research and Doctorates

Prof. Dr. Corrado Negro – Medical Officer

Stefano Rismondo – Head of the Prevention and Protection Service

Francesca Petrovich – Head of the Technical Services Area

Luisa Balbi - Head of the Knowledge Transfer Services department – University Library System

Novella Benolich - Head of the General Administrative Services department

Elena Veludo – Head of the HR department



Enrico Gabbai - Head of the Student and Teaching Services department
Gabriella Staraz – in charge of Digital Transition
Marco Chalvien – Workers’ Health and Safety Representative
Marco Stebel – Workers’ Health and Safety Representative

This Protocol has the following annexes:

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