



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

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FOREWORD

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 the Covid-19 epidemic, 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.

Modifications and integrations to any part of the present document will respond and take into consideration new national and regional regulations on the subject.

Up-to-date regulations are available at <http://www.gazzettaufficiale.it/dettaglioArea/12> (in Italian).

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/about/emergency-covid-19-guidelines-Updates>), 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 current regulations in all campus facilities (especially security distance measures and proper hygiene behaviour).

Official information posters – in Italian and English – 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).

These posters will contain information on behaviour policies and 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 current regulations and the present Protocol, a Request Form is available online in the section *Academic community* at www.units.it/en/about/emergency-covid-19-guidelines-Updates (together with the present Protocol). The Form has to be filled in and signed by the applicants and eventually countersigned by the accountable people indicated by the applicants themselves. To access the online document, applicant must have logged in first; an open pdf version will be freely available for external staff. Anyone accessing the University premises must have the Request Form duly filled in and signed. Subscribers undertake under their own responsibility not to be waiting for the results of a swab/test, 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 were in quarantine or tested positive for the virus and not to have attended over the past 14 days risk areas according to the indications of the WHO or the national and regional authorities.

On the Request 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.

Posters will be placed at the entrance of buildings and front offices; there a poster will also show the main safety and social distancing measures.

Following the same principle, adequate markings and posters will be placed also near shared equipment, such as food distributors, lifts and smoking rooms.

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



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

The location of front offices will be indicated in maps placed in the relevant buildings. Maps will eventually contain QR codes with further, updated information, such as the position of dispensers of sanitising gel, as well as bins and bags to dispose of used PPE.

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.

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 have been displayed accordingly.

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 materials that must be disposed according the rules indicated in the relevant section of the present Protocol.

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. There must be no aggregations in the buildings' halls where attendance machines are situated. Social distancing and face masks are mandatory in common areas.

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, couriers should delivery packets to reception staff, who will immediately inform the addressee; the latter must go pick the packet as soon as possible. During loading and unloading activities, carriers shall keep the strict 2-meters distance and wear their face mask.

Wherever possible, the University will identify public toilet facilities for all external people entering the University premises – including contractors, drivers and other external employees – and dedicated toilet facilities for university staff, that will be unavailable for other people. Adequate stickers will indicate the different type of toilet facilities.

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.

External 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 – be it within the University campus or at a partner's facilities – they must ask for the authorisation of the head of their department by using the Request Form duly countersigned by their Thesis Advisor. Authorisations will be released only if the student activity will be considered essential and urgent.

2.4 Access procedure for PhD students and research grant holders

The activity of PhD students, research grant holders and other authorised staff has resumed on 18 May and will be reorganised in order to fully comply with safety regulations, prior the filling in of the Request Form, duly countersigned by the PhD Coordinator/Scientific Tutor and the Head of Department. Access from PhD students and research grant holders as well as the respect of all measures in the areas where they work is under the surveillance of the Head of Department within the University campus and of the Thesis Advisor/Scientific Tutor in partners' premises.

3. CLEANING AND SANITISATION OF THE UNIVERSITY FACILITIES

3.1 Ordinary cleaning

For cleaning and sanitisation, please refer is made 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. 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 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;
 - 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.

More in detail:

- 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.

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, disposable PPE (gloves and face masks) and bags for their disposal; such bags must be put into dedicated bins, following the procedure described in the chapter below.

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

3.3 Sanitisation of air treatment systems

Wherever there are air conditioning systems, in compliance with the provisions of the national Institute of Health (*ISS – Istituto Superiore della Sanità*) on indoor sanitisation aimed at preventing the transmission of SARS-Cov2, and with the guidelines of the national Insurance Institute for Accidents at Work (*INAIL – Istituto Nazionale Assicurazione contro gli Infortuni sul Lavoro*) on prevention strategies to contain the contagion at work, beside the regular measure for ordinary maintenance, the University will provide for:

- a) the sanitisation of heat exchange batteries on all AHUs, HVACs and fan coil units within the University premises;
- b) the closure of all air-recirculation systems.

All the sanitisation, cleaning and maintenance operations 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 virucidal disinfectant and a professional detergent will be used.

In all areas where there is more than one person at a time, one must always keep the safety distance of at least 2 meters, wear a face mask and ensure an adequate, long and frequent natural ventilation of the environment by opening the windows, where possible, at least twice a day and for at least 10 minutes.

3.4 Waste management

Entrance halls of every University building will be provided with **non-recyclable waste** bins and bag dispensers for the disposal of used face masks, gloves, cling film, towels for cleaning one's working area and paper handkerchiefs according them following procedure:

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 disposal will take the plastic bag containing this kind of waste only after spraying the inner side of the bag with a proper sanitiser and closing the bag itself.

Bags will be closed with adhesive tape and immediately disposed in the external AcegasApsAmga containers for non-recyclable waste.

During their service, the contractor's staff must wear adequate PPE.

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.

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 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).

4.1 Proper use of protective face masks

FFP2 MASKS

Only for staff who may enter in contact with infected people; therefore, adequate for first-aid operators that 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

To be used by people who must exceptionally carry out an activity at less than 1 meter from one another (activities must be scheduled in order to prevent such occasions) and by people sharing a common area where the safety distance cannot be ensured. Front offices open to the public are provided with plexiglass barriers; employees may also use a protective face mask.

Workers entering in contact with many people (couriers, postmen) will be given a surgical mask.

People using FFP1-2-3 masks with a valve will also need to use a surgical mask over it. If in a laboratory there are no dispositions on PPE and there is more than one person in it, the so-called 'social' face mask should be used.

(TISSUE) 'SOCIAL' MASK

This is the washable type of mask most people wear in their daily life. The University will provide one to all the technical and administrative staff for them to wear when in common areas. Teachers and researchers may use their own mask when in common areas or when sharing laboratories and offices.

4.2 Activities open to the public

Activities open to the public should be performed from remote whenever possible. When this is not possible, the reception of the public must be organised in order to avoid crowding, preferably through scheduled appointments. People eventually waiting for their turn will have to keep the safety distance, which will be clearly indicated by horizontal tape signs on the floor. Front office workstations will be equipped with PPE and bags for their disposal according to the disposition given in the relevant section of this Protocol. There will also be posters recalling the main measures to be adopted for a correct behaviour aimed at preventing the widespread of the virus.

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.

If computers or other equipment are shared by more people, they 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.

4.3. Teaching activities

4.3.1 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.



4.3.2. Exams

Exams and graduations will be only possible from remote till the end of June. In July exams will be held from remote, unless otherwise indicated before 15 June.

4.4. Research activities

- the use of common areas requires scheduled shifts;
- unless otherwise indicated for safety reasons, 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.

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.



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 given partner.

4.5 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.

All the documents necessary for the administrative activities must be sent electronically whenever possible. In order to reduce contacts as much as possible, offices open to the public may be provided with boxes/areas for delivering and picking up documents. In case of delivery of paper documents, these must be handled while wearing disposable gloves.

4.6 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 activities open to the public.

Every 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 posters.

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 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.

4.7 Special activities (animal housing rooms)

As the activities carried out by in animal housing rooms require special attention, 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 sanitise their hands with the alcohol gel;
5. they must properly and constantly wear PPE within the animal housing room; dispose the used PPE in the proper bin when exiting;
6. FFP1/FFP2 masks are available in the housing rooms; if such masks have a valve, a surgical mask should be worn over them; all the PPE must be disposed in the proper bin;
7. For FFP2/FFP3 masks, a request should be sent to stabulario@units.it.

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

4.8 Use of university means of transport

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

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 the part 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 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.

4.9 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.

As indicated under point 4.2, activities open to the public will be performed from appropriate workstations where the administrative staff meeting the general public will work by shifts. These workstations will be placed as near as possible to the entrances, in order to limit the transit of people within the offices, especially open-space ones.



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 (*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 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 current dispositions, 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, 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 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

- all activities that guarantee social distancing in compliance with safety regulations are already permitted.

Libraries

- libraries are already open for consultations by appointment – only a limited number of people at a time (that will be clearly indicated) will be able to access such facilities.



Traditional lessons

- only from remote for the entire semester.

Exams

- until the end of June, only from remote;
- from July, from remote unless further dispositions are published before 15 June to authorise written exams that must necessarily be carried out on site – particularly when they have a very large number of candidates – provided safety measures are respected and all candidates are able to participate.

Graduations

- until the end of June, only from a distance;
- from July, from remote unless further dispositions are published before 15 June to authorise graduation ceremonies, provided safety measures are respected and all candidates are able to participate.

Compulsory classroom activities

- from 3 June, 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:***
 - o from 18 May, be them new or ongoing, provided safety measures are respected;
 - o prior consent from the intern and the host institution and authorisation from the University itself.
- ***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 to complete the thesis or to graduate, cannot be performed by others and can be carried out individually and in compliance with safety regulations;
 - o external internships only prior consent from the intern and the host institution and authorisation from the University itself.

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 national and regional 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 is made up of:

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. Ilaria 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.