



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

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## FOREWORD

The tight health surveillance carried out at the University of Trieste has allowed to demonstrate the effectiveness of the preventive measures against Covid-19 pandemic. The epidemiological trend, however is still unfavourable and so is its impact on the Regional Health System, while vaccine's effectiveness in reducing the spread of the virus will not be seen until summer. Although we are aware of the increase in the number of cases of infection, we feel the need to safely return to classroom teaching, to exams in presence, to real and not virtual relationships. The University of Trieste is not, and will not become, an online university: for this reason, we are updating this document as a transition to a university life of academia, in its full and worthy meaning.

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. 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.

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 of this document.

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.

This protocol is valid and effective as from its publication, and will be gradually implemented and updated. 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](mailto: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, the correct use of face masks everywhere, inside and outside, to ventilate spaces regularly and adequately 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](http://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; it will be valid for the entire second semester of the academic year 2020-2021 (from the 1st February 2021 to the 18th June 2021). 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.

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.

To attend lessons in presence, to access study rooms, libraries and in any case to all areas with access by booking, the form should be filled out only once for the entire period, from the 1st February 2021 to 18th June 2021, through the App #Safety4All.

In all university areas, everyone is required to correctly use protective surgical masks or higher level personal protective equipment (completely covering nose and mouth) in all public areas, both inside and outside buildings and in any case in rooms where several people are present.

In university areas, masks are always mandatory, even outside the buildings. It is possible, outside the buildings, only for the time in which there is the CERTAINTY of being able to continuously guarantee the condition of isolation with respect to people not living together, to lower the mask (for example to eat) preferably SITTING and ALWAYS at minimum distance of 4 meters from any other person. Access to the university is strictly forbidden for relatives and friends on the occasion of distance graduations. In any case, all gatherings should be avoided, inside and outside the buildings.



Where needed, visible markings will clearly advise 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.

If several people are working together in the same working space or laboratory, workstations must be organised so that workers maintain at least an inter-personal distance of at least 1 meter, the use of surgical masks and the ventilation of the spaces with the opening of the windows must be strictly applied.

The use of stairs instead of lifts should be preferred wherever possible. Lifts 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. Posters have been displayed accordingly.

Dispenser of alcohol hand sanitiser gel are available in all buildings.

## **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 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 must strictly comply with the distance of at least 1 meter and correctly use surgical masks or higher level personal protective equipment.

External staff and visitors must be provided with the necessary PPE and use always the surgical mask.

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.



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.

### 2.3. Student access

Access by students to carry out educational activities is subject to compliance with the rules outlined in point 1 and the 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, must be communicated to the respective Health Departments by the internship coordinators.

### 2.4. Access procedure for PhD students and research grant holders

The activity of PhD students, research grant holders and other personnel authorized to be present for the purposes of research activities (for examples personnel belonging to spin-offs) must be organized as to fully comply with safety regulations, subject to the completion of the Request Form, duly signed by the PhD Coordinator/Scientific Tutor and the Head of Department. In case of research activities at affiliated locations, the monitoring of the access is under the responsibility of the supervisor of the doctoral thesis or the scientific manager.

## 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;
- the classrooms are sanitized daily or several times a day in the event that different groups of students alternate in the use of the classroom. 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 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 of spaces by opening doors and windows.

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. 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

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:

- the sanitisation of heat exchange batteries on all AHUs, HVACs and fan coil units within the University premises;
- 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 viricidal disinfectant and a professional detergent will be used.

In all areas where more than one person is present at the same time, a safety distance of at least 1 meter must be maintained, and the compulsory use a surgical mask, it is necessary to ensure an adequate, long and frequent natural ventilation 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)).

### 4.1. Proper use of protective face masks

It is reiterated that everyone (teachers, staff, students, external staff) must correctly use the surgical mask or higher rated personal protective equipment with nose and mouth coverage and avoid physical contact, handshakes, etc. inside and outside the university buildings

#### 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

It represents the minimum model of mask to be equipped to enter the university area and to be used for those who share common spaces both inside and outside. The front offices are equipped with plexiglass screens and the employees will use this type of mask.

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

People using FFP2-3 masks with a valve will also need to use a surgical mask over it. If there is 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 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. All identified front offices are equipped with anti-breath barriers useful to ensure adequate protection for operators and users. It is also recommended to ventilate the workspace with periodic opening of doors and / or windows. 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. 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:
  - a) wear a surgical mask or higher rated personal protective equipment;
  - b) to wear protective glasses made in polycarbonate or similar materials;
  - c) to wear disposable gloves for the use of common equipment;
  - d) to wear the smock.

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 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 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 given partner.



#### 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 should wear a surgical mask 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 1 meter 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 surgical 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.

#### 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 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.

#### 4.6. 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. wear gloves;
5. they must sanitise their hands with the alcohol gel;



6. they must properly and constantly wear PPE within the animal housing room; dispose the used PPE in the proper bin when exiting;
7. 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.

For FFP2/FFP3 masks, a request should be sent to [stabulario@units.it](mailto:stabulario@units.it).

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

#### **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. 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 wear a surgical mask and only the drivers can seat forward.

#### **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 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 will reopen at resumption of educational activities in presence, according to modalities agreed with the University, 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).

## **5. WORK ORGANISATION**

### **5.1. Smart working**

On the basis of decrees of 19.10.2020 and 20.1.2021, return to work in office of technical and administrative staff is established with the application of smart working for at least 50% of staff employed in activities which can carried out in this way.

The ratio of 50% of staff in presence/smart working has to be considered net of percentage of employees who carry out an activity incompatible with smart working, during this emergency phase, in order to guarantee administrative activity with the right efficacy.



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) 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

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 4.3, activities open to the public will be performed from appropriate work-stations where the administrative staff meeting the general public will work by shifts. These work-stations 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.

## 5.3. “Fragile” staff

Provisions indicated under point 6.1 of this protocol apply to employees with chronic or multiple pathologies, congenital or acquired immunodepression or family member. In these cases, the employee must contact the competent doctor.

## 5.4. 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  $\pm 60$  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.

According to regulation which impose a specific percentage between staff in office and staff in smart working, it is not more allowed an alternation of office and smart working during the same working day, except for exceptional cases.

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

## 5.5. 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.

## 5.6. Support activities for research, animal housing and the botanical garden

Services to the public are provided from remote, preferably – 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.

## 5.7. 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](http://www.sba.units.it/biblioteche) (in Italian).

In order to guarantee social distancing, the collection of documents and the occupation of seats in University libraries reading rooms have to be booked online, though the personal area on the library system website SBA with institutional credentials.

The enhancement of bibliographic resources in electronic format, the use of platforms for remote connections in synchronous mode for holding meetings and training initiatives and the online reference desk service "Ask the library" allow to respond to a large extent to distance to the information needs of users.

It is also possible to access online bibliographic resources from positions outside the university network, by following the instructions on the SBA (University Library System) website on the page <https://www.biblio.units.it/SebinaOpac/article/accedi-da-remoto-a-banche-dati-libri-e-periodici-digitali/serv-accesso>

## 5.8. 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 for entitled people subject to availability of places.



## 5.9. 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 1 meter and the use of surgical masks or higher level personal protective equipment must be guaranteed.

Depending on the kind of the training, activity reserved to administrative personnel can be done in presence, with respect of the distances between learners (1 meter), the use of a surgical masks, ventilation of the spaces and the respect of the rules for classroom lessons.

Selection procedures are carried out according to the regulatory requirements.

## 6. HEALTH MONITORING SERVICE

### 6.1. University Medical Officer and health monitoring

Health surveillance is started again regularly. For particular conditions or suspected exposure to positive people, the competent doctor can be contacted, through the Occupational Medicine Department, for swab or serological test.

It is established also a health surveillance service called “exceptional” for Covid-19 emergency and for safeguarding particular categories of workers, who are considered more exposed to infection risks, so-called “fragile workers” according to previous regulations.

Conditions for this particular safeguard are:

- congenital or acquired immunodepression (also by Covid-19 disease);
- oncological diseases;
- course of life-saving treatment;
- presence of more diseases which can cause a greater riskiness (for example diabetes mellitus insulin-dependent, serious cardiological diseases).

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 a medical examination supported by medical documentations about the disease.

The competent university doctor will communicate the medical examination result to the employee and to the Prevention and Protection Service and will provide adequate indications about correct arrangement of the employee, included possible provisions or limitations to his/her task, according to work contracts and possible alternatives to smart working, where possible.

In any case regulations for employees as in Law No.104/1992 or who have a certification released by health authorities about invalidity come from immunodepression, oncological diseases or the course of life-saving treatments are guaranteed.

For the safeguard of maternity, during the current phase it is still valid the woman’s faculty to ask for advance maternity leave and postponement of return to work at 7th month after the birth, in case of no placement in a no-risk activity. Finally, attention is on management of return to work of Covid-19 infected workers, who can be evaluated by the competent doctor if the leave exceeds 60 days and by worker’s



request, in order to a progressive reinstatement.

## 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 persons are invited to self-isolate themselves as a precaution 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.

Return to activity in presence 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, except for different resolutions of the Health Authority, the University can not interrupt the activity and not close all areas.

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

The period of self-isolation (with active health surveillance or domestic self-isolation with active health surveillance) is considered equivalent to hospitalization (which is not countable for grace period and without pay cut).

The employee will stay at home and be followed by his/her regular doctor and ASUGI Department of Prevention, who will decide return to work. This condition is incompatible with any working activity. Classes will be recovered upon recover 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 area, 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 classroom activities is not indicated, but will be ordered if the case is confirmed, it will trigger the procedure described in the previous point.



#### **6.4. Procedure to follow in case of a 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 [emergenacovid@units.it](mailto:emergenacovid@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 educational activity by self-isolated teachers**

If teacher stay at home for precautionary reasons (voluntary, according to medical indication or for precautionary self-isolation or with health surveillance, except cases of verified positivity, for which count article 6.2), according to INPS notice 3653 of 09/10/2020, he/she can carry out remote educational activity, on a voluntary basis.

The teacher shall communicate immediately his/her absence (preferably the previous day) by email and/or sms/whatsapp or other shared system, with teaching secretariat of degree course/Department and degree course coordinator, and plan modalities of lessons in presence, which will be transmitted promptly to students.

If the teacher does not carry out remote lessons, lessons will be caught up at 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. EDUCATIONAL ACTIVITIES (1st February 2021-18th June 2021)**

### **7.1. Lessons**

When not excluded by national or regional provisions, in compliance with ministerial indications, the classrooms can accommodate a maximum number of students equal to half of the usual capacity.

#### **Access to the classrooms**

The completion of the authorization form for access to the University area by students attending the lessons will be valid for the entire second semester. This form will be linked to the booking of the 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.

The teacher will preferably have access to a full classroom and students should be seated in the workstations.

Classrooms will be occupied (except in exceptional cases) by the same group of students for the whole day or by two different groups, one in the morning and one in the afternoon.

Except of lessons, all classrooms, in all locations, will not be accessible and the sanitizations should be carried out according to the basis of the timetable of the lessons (simple sanitation - in the morning; double sanitation: morning and during the lunch break, in case of different groups of students).

It is recommended to ventilate classrooms by opening doors and / or windows when the lesson changes.

### **Occupancy of 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 the buildings).

Entry to classrooms should be only by reservation through the app (please refer to the instructions for using the # Safety4all App). When entering the classrooms, students must insert or frame the QR code on the signs placed next to the access doors, which will count the occupied seats and indicate the remaining available seats.

Students will only occupy seats marked with a white or blue sticker (which indicates usable seats), if present; if not present, all seats are available.

Access to classrooms in case of shifts will be indicated in advance to the students.

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; other students, such as students attending other years of courses or who have not yet obtained their matriculation, in case of insufficient capacity in the classroom, will be able to follow online lessons in accordance with the provisions of the respective Degree Programs.

### **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 can be occupied;
- 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 remain in the classrooms without creating crowds or, if there are adequate available spaces, they can leave classrooms but taking care to avoid 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 teachers**

The teacher is not responsible for the modalities of access to the classroom.

The teacher, 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 of the student's behaviour in relation to the indications on the use of the surgical mask or of higher level personal protective equipment and on the social distancing. The teacher is also required to indicate the prohibition of occupying places without the sticker.

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, to ensure the correct occupancy and avoid shifts for the same lesson in the second classroom, if contiguous, the teacher or tutor specifically recruited by the Department is responsible for the control of behaviour of students, who remain individually responsible for



any incorrect behaviour regarding this protocol; 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.

Teachers, workers and third parties linked by any relationship with the University, take care to personally provide for the disinfection of the operating stations and functional equipment they use (chair / desk / computer, remote controls and other movable and immovable objects) using disinfectant solutions available by the University, taking particular care in using them according to the instructions in the classroom.

### **Workshops**

The general rules for using the laboratories are the same as for the classrooms as regards capacity and behavioural rules.

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

### **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 shifts of 4 hours each. It is possible to book two consecutive shifts in the same study room.

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 spaces there will be available a disinfectant detergent for surfaces, cleaning paper, and sanitizing hands gel. The supply of the devices will be under the responsibility of the Departments for its spaces and under responsibility of the University for the others; requests for equipments 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 the spaces of the classrooms / study areas considering their reduced capacity. They will be able to eat meals independently in the same places, with cleaning and decoration rules and within the limits of the use.

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.



It is recommended that these classrooms should be ventilated periodically.

## 7.2. Exams

When not excluded by national or regional provisions, it is possible to carry out both oral and written exams in presence, guaranteeing safety rules. In any case, the following conditions must be met:

1. compliance with the rules contained in this protocol and in particular on the capacity and use of the classrooms;
2. possibility of ensuring physical distancing in common areas before and after the exam;
3. disinfection of surfaces with alcohol and opening of windows in case of several examinations on the same day;
4. 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;
5. guarantee of remote mode upon motivated request of individual students sent through self-declaration.

Classroom's reservation for exams is made through the Departments or the Classroom Booking Service, but the report of the use must be sent to the Classroom Booking Service at least 14 days before the exam date, in order to allow for the scheduling of the necessary sanitizations.

In the absence of the necessary conditions, the exams may be carried out online.

Student access is governed by this Protocol by completing the self-certification form available online.

## 7.3. Graduations

At the moment in presence degrees are suspended. When it will be possible, compatibly with the epidemiological situation and subject to the availability of spaces, it will be possible to carry out the graduation / pre-graduate exams in presence (to be scheduled at least 14 days before the scheduled date) if the following conditions are met:

1. the number of candidates per session is compatible with social distancing inside and outside the classroom;
2. the presence, for each graduate student, of a maximum of 4 accompanying persons (the number can be modified by the individual departments based on specific conditions);
3. the access of accredited photographers is allowed in compliance with this protocol;
4. non-simultaneous degree exams in the same building / area of the University (maximum 1 session in the morning and one in the afternoon);
5. commitment of the chairperson of the degree 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 compliance with this protocol inside and outside the classroom and to report any non-compliance for the ensuing disciplinary measures;
6. possibility of taking the same examination in remote modality for candidates who make a justified request.

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 case will access to the University premises be granted to persons other than those indicated in the self-certification and it will not be possible to admit more than 30 persons, including candidates and accompanying persons, at any one time.

In no way it will be possible to access University premises for remote graduates and their relatives/acquaintances.

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 level I, II and III 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. 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 3 and anyway to the second semester of a.y. 2020-2021, 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

Luciana Rozzini – Head of the Economic and Financial Services Area

Novella Benolich - Head of the General Administrative Services department and ad interim Head of the University Library System

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.