COVID-19 GUIDELINES FOR IN PERSON EVENTS

This document provides guidelines for the organization of in person events, meetings, graduation ceremonies, at Departments, Centres and Directorates of the University of Trento, when the pandemic situation makes it possible (and the region is in the "white" or "yellow" zone), in addition to the provisions included in the "Operational protocol to fight and contain the spread of Sars-CoV-2 in workplaces at UniTrento".

Events

Event organization

− The number of participants cannot be higher than the maximum capacity allowed\(^1\). For information on the maximum occupancy limits for rooms and locations at UniTrento visit the event organization page on Infoservizi.

− To avoid overcrowding, encourage participation, and simplify the organization process, set up an online reservation system.

− If set up a helpdesk or a welcome desk for organizational purposes, install plexiglass screens to protect the staff and participants.

− Printed materials can be made available to the participants, who are required to sanitize their hands.

− Only registered participants who hold a valid "basic" vaccine certificate will have access to the event. Exceptions apply.

Only holders of the "super" vaccine certificate will have access to institutional events such as conferences and congresses.

Access to event locations

− Event goers are required to wear a surgical mask (or equivalent, without respirator). Homemade masks are not allowed. The face mask requirement also applies to outdoor events. Children under the age of 6 and people with a disability or a condition that makes breathing difficult are exempt from wearing a face mask. If you are exempt from wearing a face mask, you will be required to show evidence from your doctor (i.e. medical certificate) at the time of booking.

− Ensure there is a supply of face masks for participants who show up without one.

− Monitor entrances: people should only enter one person at a time from the same entrance, maintaining social distancing (emergency exits must in any case be available).

− Where possible, introduce one-way flow systems. Where that is not possible, make arrangements to avoid the cross flow of people.

\(^1\)When Trentino is in the "white" zone: 100%, in the "yellow" zone: 50%
- Provide adequate **information on preventive measures** to contain the pandemic, including in English, through signs posted at the entrances.

- Staff must be designated to **check vaccine certificates** ("green pass") and to ensure that the participants comply with the provisions during the event.

- The participants must be **authorised to access** the event location and are required to provide a **declaration on their health status**. UniTrento staff can apply for access using UniTrentoApp, while external participants can complete the forms received by email or available at the event location.

- The list of participants must be kept by the event organizer for at least 14 days.

**Health and safety requirements**

- **Hand sanitizing stations** must be placed at entry points.

- The participants and staff are required to **wear a face mask** at all times. Children under the age of 6 and people with a disability or a condition that makes breathing difficult are exempt from wearing a face mask. Speakers and moderators can **take the mask off** during their speech, and are required to **keep at least 2 meters away** from other people.

- Make sure that there is a **thermometer** to check the temperature of participants, in case anyone feels unwell during the event.

- If there is a coat check **service**, make sure that clothes and personal items are placed in bags.

- **Equipment** made available to speakers and moderators (for example: microphone, keyboard, mouse, pointer) must be properly sanitized **before** use (remember to disconnect the equipment). Microphone caps must be replaced for each speaker. A plastic film can be used to protect the keyboard and mouse, for each user. Microphones must be sanitized at the end of every speech (use wipes).

- All areas must be periodically **cleaned and sanitized**, possibly at the end of each session. Common touchpoints and shared spaces (like lunch areas, vending machines) and toilets must be thoroughly cleaned.

- All rooms must be **ventilated**. Windows must be opened regularly (for example for 5 minutes every hour). In case there is a ventilation system, do not use air recirculation.

**Event location requirements**

- The participants are required to remain seated during the event and to avoid gathering. The participants who are exempt from the obligation to wear a mask are required to maintain a minimum 2 metre distance from others (the provision does not apply to any accompanying persons).

- **Only holders of the super vaccine certificate have access to refreshments, coffee breaks, etc., even at institutional events that can be attended with a basic vaccine certificate**. At refreshments and coffee breaks, food and drinks must be served by the catering staff and guests will not touch any item. Where that is not possible, staff must be hired to serve, wearing a face mask and gloves. Social distancing must be maintained, and everyone is required to keep
their face mask on while moving around. Organize the service in order to avoid crowding and queues. In case there is a self serve buffet, items will be prepackaged. This also applies to drinks served to the speakers. Where possible, organize outdoor coffee and lunch breaks.

- Make sure that poster areas are organized to allow social distancing. Avoid overcrowding. Materials can be made available to the participants, providing a hand sanitizer, or can be email to the participants. Encourage the use of electronic materials.

The scientific coordinator or the organizer of the event undertakes to ensure that all the participants comply with the provisions above and with those included in the University protocol (see declaration attached). This task can be delegated to another person.

To simplify the organization of events in general, the scientific coordinator or organizer can impose a super vaccination certificate in order to participate.

Meetings

Meetings continue to take place as provided for in the operating protocol. University bodies and other university representatives can meet irrespective of social distancing, but face masks must be worn, hands must be sanitized and gatherings avoided, especially when entering and leaving the meeting rooms. When speaking to the attendees from your place, maintain at least one meter from the other participants. The distance must be at least two meters if the speakers do not wear a mask. Otherwise, provide for a desk for speakers; in this case, shared equipment must be sanitized at the end of their use. Meetings can take place remotely or in mixed mode.

Exams and graduations

Final examinations, degree exams and doctoral thesis exams take place in presence, in compliance with the provisions that apply to candidates and committees. To attend Master's degree exams, undergraduate final exams and doctoral exams, guests must hold a super vaccine certificate. The members of committees and graduating students only have to hold a basic vaccine certificate.

The number of accompanying persons must comply with the maximum capacity of the room where the exams take place. At graduation ceremonies, guests can be admitted until the maximum capacity of the room is reached. The presidents of graduation committees can hold multiple ceremonies within the same exam session, to avoid possible gatherings of accompanying persons when entering and leaving the rooms where the ceremonies are held. At the moment, private events are not yet allowed in University spaces.

Final provisions

Individuals who do not comply with these policies will not be admitted.

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