



COVID-19 GUIDELINES FOR IN PERSON EVENTS, MEETINGS, GRADUATIONS

This document provides guidelines for the organization of in person events, meetings and 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

Organization

- The maximum number of participants allowed to attend must comply with maximum capacity (currently 100%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 for organizational purposes you need to set up a **helpdesk** or a welcome desk, 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 **vaccine certificate** will have access to the event. Exceptions apply.

Access to buildings

- Event goers are required to wear a **surgical mask** (or equivalent, without respirator). Homemade masks are not allowed. 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, plan to **avoid the cross** flow of people.
- 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 passports ("green pass")** and to ensure that the participants comply with the provisions during the event.

¹Legislative Decree no. 139 of 8/10/2021



- The participants must be **authorised to access** the event location and are required to provide a **declaration on their health status**. UniTrento staff can submit access requests through UniTrentoApp, while external participants can complete the forms they have received by email or that are 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 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 can 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.
- All areas must be periodically **cleaned and sanitized**, possibly at the end of each session. Common touchpoints, shared spaces (lunch areas, vending machines) and toilets must be thoroughly cleaned.
- Keep the room **well ventilated**, open windows often (for example, five 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 maintain social distancing. 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). Face masks must be worn even during outdoor events when it is not possible to maintain social distancing.
- **Coffee breaks, lunch breaks** and socialization events will be organized to minimize contacts. Guests will be served by the catering staff (no self-serve buffet), who will wear face mask and gloves. Social distancing must be maintained, and everyone is required to keep their face mask on when moving from the event room to the lunch or coffee break area. Organize the service in order to avoid crowding and queues. In case there is a self-serve buffet, items will be pre-packaged. This also applies to drinks served to the speakers. Where possible, organize outdoor coffee and lunch breaks, or serve the guests at the table.



- 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 of the event undertakes to ensure that all the participants comply with the provisions above and with those included in the protocol of UniTrento (see attached document).

Meetings

Meetings continue to take place in compliance with the guidelines provided in the operational protocol. University bodies and other university representatives can meet irrespective of social distancing, as described in the previous sections; however, all those attending must wear a face masks, sanitize their hands and avoid gatherings especially when entering and leaving the meeting room. When speaking from their place, attendees must maintain at least a one-meter distance from the other participants (two meters if they are not wearing a mask). As an alternative, the organizer can provide a desk for speakers but, in this case, shared equipment must be sanitized at the end of their use. Meetings can take place remotely or in mixed mode.

Final examinations and graduations

Final examinations, degree and doctoral thesis exams take place in person, in compliance with the provisions included in Rector's decrees regarding candidates, committees and guests. The number of accompanying persons must comply with the maximum capacity of the room where the exams take place. At graduation ceremonies, the number of participants allowed to attend must comply with the maximum capacity of the room. The presidents of graduation committees can hold multiple ceremonies within the same exam session to avoid gatherings of guests entering and leaving the rooms where the ceremonies take place. At the moment, private events are still not allowed to take place in University spaces.

Final provisions

Individuals who do not comply with these requirements will be asked to leave.

5 November 2021

This document replaces the previous version