Operational protocol to fight and contain the spread of Sars-CoV-2 in workplaces at UniTrento

This version is up to date with:

- Legislative Decree no. 24 of 24 March 2022 containing Urgent provisions for overcoming the measures to combat the spread of the Covid-19 pandemic, as a result of the cessation of the state of emergency;
- the Note from the Ministry of University and Research of 25 March 2022;
- the Order of the Ministry of Health of 28 April 2022.
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Introduction and purpose of the present document

The purpose of this Protocol is to make sure that work, teaching and research activities can take place while ensuring compliance with the principles of precaution, proportionality and health protection imposed by the health situation.

Failure to comply with this protocol which generates situations where health protection cannot be ensured, may lead to the suspension of activities until conditions are safe again.

The Protocol provides general guidelines. Provisions for specific activities (e.g. conferences, selection procedures, library services, etc.) are provided in dedicated documents that can be updated when required. Failure to comply with these documents is considered a violation of the Protocol.

The Protocol and/or the dedicated documents may be further updated to comply with new regulations or provisions adopted by institutional bodies (e.g. ISS, the Italian Institute of Health).

This version has been drafted following the end of the state of emergency, on 31 March 2022, and is aimed at maintaining safe working conditions while gradually lifting the restrictions.

1. Scope

The guidelines provided in this protocol apply to all people involved in working activities pursuant to legislative decree no. 81, of 9 April 2008, with reference to the different roles and responsibilities regarding health protection in the workplace.

Failure to comply with this protocol is a violation of the obligations set out in article 20 of Legislative Decree 81/2008, and in particular of paragraph 1, which reads that "workers have a duty to take care of their own health and safety and that of others who may be affected by your actions at work (...)" and paragraph 2(b), which reads "workers must in particular follow the instructions provided by their employers or supervisors, for personal and collective safety".

The Directors of academic departments and centres and the Heads of directorates are invited to make sure that all employees comply with safety and hygiene provisions and that they follow the requirements, as set out in article 18 of Legislative Decree 81/08, paragraph 1 and paragraph 3 bis).
The Protocol also applies to students who attend in person lectures, users of University services and guests, the staff of entities that collaborate with the University and contractors (see specific guidelines).

2. Covid-19 contact person

The Rector (as employer) has appointed a Covid-19 contact person as required by the Provincial order of 15 April 2020 of the President of the Provincial Council, as amended. The designated person has the health and safety qualifications required by Legislative Decree 81/08, having participated in special courses organized by the Provincial Health Care Services in 2020 and 2021. The contact details of the Covid-19 contact person can be found at the bottom of this document.

3. Covid-19 information

Signs with information on health and hygiene measures in place are regularly updated and displayed in all university premises.

Signs with the recommended hygiene practices can be found at the entrance of the university buildings and classrooms.

Online information and training courses have been prepared on risks, proper behaviour, correct use of personal protective equipment. Staff is required to take the training in order to access the workplace.

Course materials are available in Italian and English, at the following addresses:
https://didatticaonline.unitn.it/ateneo/course/view.php?id=332 (in Italian)
https://didatticaonline.unitn.it/ateneo/course/view.php?id=340 (in English)

The materials are updated when changes are introduced, and staff is required to stay up to date with new rules.

4. Access to buildings

Do not enter UniTrento buildings if you:
- have a high temperature of 37.5°C or above and/or Covid-19 symptoms;
- have tested positive for Covid-19.

To access a UniTrento buildings please check your health status at home to make sure that you do not have any of the symptoms above.

If you show any symptoms or have been in contact with someone with Covid-19 stay at home and contact your doctor.
Employees with any of the above must inform their supervisor (see internal regulation by the DRUO, no. UNITN|10/07/2020|0021424|P). UniTrento works with the Prevention and Protection Service of the Provincial Health Care Services to track contacts and contain the spread of the virus.

No prior authorization is required to access UniTrento.

A face mask is required to visit University buildings (see the Personal protective equipment chapter).

**Access by service providers and external staff**

External staff must comply with the same rules applying to UniTrento staff, without prejudice to further guidelines provided by their employer.

To facilitate the mutual exchange of information, UniTrento will send to its contractors a "Covid-19 Appendix" to the Interference Risk Assessment Document (DUVRI - article 26 of Legislative Decree 81/08) which contains an excerpt from this Protocol.

External staff can only access areas that have been previously agreed with the contact person or "Direttore Esecuzione Contratto" of UniTrento.

**Deliveries** by couriers and suppliers can be made past the reception. Couriers and suppliers must wear a face mask and sanitize their hands. Couriers are not allowed to use restrooms at UniTrento premises.

Where possible, **drivers** must remain on board their vehicles. Carriers and suppliers must maintain at least a 1 metre distance from UniTrento staff when preparing for loading or unloading operations.

**Work site activities** must be carried out in compliance with the relevant protocol. Company staff must not access areas of UniTrento offices outside the construction site; should this become necessary, even during breaks and for access to the construction site, specific measures will be identified (and included in the Security and Coordination Plan) to avoid contacts with UniTrento staff and users. This procedure also remains in place for access to restrooms.

**Covid-19 vaccination certificate**

The vaccination certificate is no longer a requirement as of 1 May 2022.
**Mandatory vaccination**

From 1 February 2022 and until 15 June 2022, university staff (permanent and temporary, research, academic and administrative staff) are required to be vaccinated against Covid-19.

For more information email to obbligovaccinale@unitn.it

5. **Cleanliness of the working environment**

The University and cleaning services have agreed new cleaning policies, in compliance with standards required by legislation in force:

- a cleaning plan must be drawn up; cleaning products must be in line with the recommendations of the Ministry of Health and the Italian Health Institute (ISS); common areas and restrooms, handles, and other surfaces like switches must be cleaned more often;
- rooms that are used for teaching and learning activities must be cleaned and sanitized every day;
- desks must be cleaned and sanitized on a daily basis, as employees use and visit office spaces;
- when necessary, spaces must be sanitized using suitable cleaning products.

To clean your workstation and shared office equipment (printers, copiers, telephones, etc.) non-professional products are always available, sometimes made available by the administration of the department. Read the label for guidance. Cleaning products are also provided to students to clean workstations in common areas like study rooms in libraries or at departments.

If it is established that someone with Covid-19 visited one of the buildings of UniTrento, the premises are temporarily closed or immediately cleaned and sanitised in accordance with the provisions of the Institute of Health.

For more information, see the Cleaning and Sanitizing Guidelines.

A specific maintenance program is defined for ventilation systems, including the cleaning or replacement of air filters.

Systems and devices must be work according to the most up-to-date guidelines of the ISS, to ensure the best possible working conditions.

More guidelines are provided for plant management.
6. Organization of work spaces

The administration identified work environments where there can be a higher density of people. The heads of these offices were provided guidelines to rearrange office layout, define shifts or adopt other measures to ensure the proper distancing among employees (currently, at least 1 metre).

Glass shields have been installed at front office workstations (reception desks, loan desks).

Department directors and heads of directorates can provide for glass shields to be installed, and change the office layout to ensure distancing among employees, taking into account desk work and other office requirements.

Glass shields do not replace face masks, which must in any case be worn by employees sharing the same office.

7. Personal hygiene

UniTrento staff, students and in general anyone visiting the University must comply with safety guidelines and wear a face mask. In particular:

1. wash your hands often with soap and water or a hand sanitizer;
2. maintain social distancing (at least 1 meter)*;
3. practice respiratory hygiene (sneeze and/or cough into a handkerchief while avoiding hand contact with respiratory secretions);
4. avoid sharing bottles and glasses;
5. cover your mouth and nose when sneezing or coughing;
6. use a face mask.

* with the exception of teaching and learning activities, see detailed guidelines

Employees are also recommended to frequently open windows to recirculate air (at least for 5 minutes every hour), and to avoid creating air currents.
8. Personal protective equipment – PPE

Face masks must still be worn in common areas (eg offices, regardless of distance from others and the presence of screens between workstations), shared spaces (including corridors) and when using shared equipment (eg printers/copiers, company car) to avoid potential infection. Mask are also recommended outdoors where social distancing is not possible.
Members of UniTrento (teaching and research staff, administrative and technical staff, language experts, research fellows, PhD students, students participating in laboratory activities) can receive one surgical mask every day. The masks supplied to UniTrento staff are part of the personal protective equipment made available by the employer, and therefore other types of masks cannot be used (except for masks offering a higher level of protection).

Surgical masks must cover the nose and mouth completely as you have been instructed.

Gloves are also available (see "Access to buildings") in various materials and sizes. Vinyl or nitrile gloves are available for people with a latex allergy.

Single-use gloves are not a substitute for washing your hands; always wash your hands before and after wearing gloves. You can sanitize your gloves as well.

When touching shared equipment, use a hand sanitizer while wearing your gloves.

Masks and gloves will be available at reception desks for all staff authorised to access University buildings. Guidelines will be provided for the supply of PPE in workplaces that do not have a reception (for pick-up or at a nearby location).

Information on any additional Personal Protective Equipment required for particular activities (eg close contact with third parties for research needs) can be found in specific operational protocols and risk assessments.

The existing provisions for employees exposed to specific risks which require the use of specific protective equipment for airways and hands remain in place; the relevant departments and centres will continue to provide these supplies.
9. Management of common areas

Always wear a face mask in common areas indoors and keep a 1 metre distance from others. The only exception in place on social distancing is for teaching and learning activities exclusively in classrooms and laboratories.

Lifts

Avoid using lifts if possible, and give priority to people with disabilities.

Face masks must be used on lifts.

If you are carrying heavy or cumbersome loads, place those in the lift and use the stairs if you can.

Be very careful with keypads, handles, lift doors: always wash your hands with soap and water or with a hand sanitized before and after touching these surfaces. Do not lean on walls.

Wait for the lift to get to your floor at a distance to avoid close contact with people getting off.

Company cars

Company cars can be used by more than one person at the same time. All occupants must wear a mask. Guidelines must be provided to clean the car and its common touchpoints before and after use with specific cleaning products even when only one person has been using the vehicle.

The distance to be covered and the duration of the trip must be taken into account. Change the air or consider travelling keeping the windows open, based on the weather. On long trips with multiple occupants, face masks should be replaced every 4 hours.

Company cars will be equipped with disinfectant to clean surfaces and, in particular, the wheel, gear stick, parking brake, door handles and other common touchpoints, and with a pair of disposable gloves (users are required to dispose of the used equipment). Air conditioning is recommended, where available, but not in recirculation mode.

Toilets

The risk of spreading the virus is high in toilets therefore staff must be careful and compliant when using them, avoiding gatherings and ensuring safety distance. Where you need a key or magnetic card to access the toilets, disinfect the key or card after every use.
A hand sanitizing station must be located in toilet facilities and all users are required to respect good hygiene by washing their hands on the way in and out of the bathroom. Toilet facilities must always be equipped with water, soap and a hand dryer.

**Vending machines**

People can remain in the vending machine area only for the time necessary to pick up their order.

Avoid gatherings in vending machine areas. A hand sanitizing station must be available nearby so that users can sanitize their hands before and after using the vending machines. Open windows often to let air circulate. All users are required to use the machines in small numbers and at different times to avoid contacts in common areas.

While using the vending machines:
- Wear a face mask;
- maintain at least a 1 metre distance from others;
- wash your hands with a hand sanitizer before using the keypad;
- Pick up your order and leave immediately.

**Lunch areas**

Rooms can be used as lunch areas if the Estates Directorate determines that they are fit for the purpose.

All staff are invited to avoid overcrowding in lunch areas, to follow personal hygiene rules and to ensure social distancing.
Lunch areas can only be used for meals, for the time necessary. Snack areas are open to staff who work in the same building; priority is given to staff who do not have single occupancy office.

The maximum number of people allowed in the lunch area is reported on a Covid-19 sign to allow a minimum 1 metre distance among people. Tables must be positioned to maintain a minimum 1 metre distance between the backs of chairs, and to ensure a minimum 1 metre distance between people sitting at the table facing each other (possibly sitting at opposite corners to one another).

Lunch areas can only be used for lunch breaks.

Staff must wear a face mask at all times except when eating. Users are required to sanitize their hands when entering the room, clean the table before and after lunch using a disinfectant, and sanitize their hands again before leaving.

All staff are encouraged to comply with the guidelines below:

- make sure that the number of people in the room is compliant with the maximum number allowed;
- only sit on open chairs;
- do not move tables and chairs, and do not bring extra chairs in the room;
- shared equipment (e.g. refrigerators, microwaves) can be used as long as they are cleaned regularly and disinfected after use; remove all personal items after use or place them in labelled closed containers;
- remove all personal items and food waste using the right recycling bins;
- when you are done, carefully clean the table with a disinfectant solution. Remember to spray the disinfectant on the paper towel and not on the surface you are about to clean.

Where possible, have your drink or snack outdoors maintaining the social distance.

Meeting rooms

Work surfaces must be carefully sanitized after the meeting and the room must be ventilated. For more information on meeting room occupancy please read further on.

Printers/Copiers area

Staff may visit the printers/copiers area only for the time necessary to perform a given task.
Avoid gatherings around printers/copiers. A hand sanitizing station must be available nearby so that users can sanitize their hands before and after using the vending machines.

If possible, open the windows often to let air circulate.

When using printers or copiers:
- wear a face mask;
- keep at least 1 metre from other people;
- wash your hands with a hand sanitizer before using the keypad;
- pick up your prints and leave the area immediately.

**Libraries and study rooms**

For information on access to Libraries and study rooms read the dedicated guidelines.

**10. Organization (shifts, travels and working from home)**

As the health situation improves and vaccines are available to all, remote work is progressively reduced in line with national and internal regulations. There are exceptions for vulnerable workers.

Use of shared workstations should be avoided when designing shifts/staff rotation.

Experimental research activities require specific operational plans that must be drafted by the Heads of productive units, including organizational provisions that must take into account the risk assessment (DVR).

International travel can take place if the health situation in the destination country is safe. Information must be gathered before the departure to make sure that travelling is safe and that safety measures have been adopted.

To work at other employers (e.g. internships at partner universities, companies or research centres) UniTrento staff and students have to find information on the safety measures they have adopted for external staff (in particular, on staff access and organization of work).

**11. Moving within buildings, meetings, internal events, training**

In person meetings can take place if the participants maintain a 1-meter distance, wear a face mask, open the windows to improve ventilation and adopt other measures to
avoid overcrowding. If one of the participants addresses the audience without a face mask, the minimum distance must be 2 meters.

All participants will be required to sanitize their hands before entering the room.

People will enter and leave the room in an orderly manner to ensure proper distancing.

Work surfaces must be carefully sanitized after the meeting and the room must be ventilated.

Teaching and laboratory activities are carried out according to the provisions of the specific Guidelines. The provisions on cleanliness, hand hygiene, face mask must always be observed together with other practices that ensure the best possible level of personal and collective safety. For teaching activities only, classrooms and laboratories can be filled to maximum occupancy limits with no social distancing required, based on the course’s needs.

Conferences, congresses and similar events can take place in compliance with social distancing, use of the face mask and hand hygiene. For details, see specific Guidelines.

Staff training must take place in face to face mode, in compliance with provisions in place for teaching activities.

12. What to do if someone shows Covid-19 symptoms

If someone starts experiencing Covid-19 symptoms at UniTrento (fever, coughing, sneezing) they must immediately inform their supervisor. Visiting staff are required to inform the faculty member who invited them.

The University of Trento, with support from the competent doctor, will inform health authorities. The same procedure applies for people who visited university premises and who are not university employees.

The heads of the Department or Centre or Directorate will make sure that health authorities are informed right away and will also inform the University executive and the competent doctor through the Covid-19 contact person.

The person showing symptoms will be immediately isolated and their contacts will be traced. The person showing any of the above symptoms will wear a face mask (if they don't have one, the University will supply one), leave the office immediately, go home and
inform their doctor. Any "close contacts", based on the provisions of the Ministry of Health, must comply with the "self-monitoring" guidelines in force.

The University collaborates with health authorities to track any other close contacts.

The first aid kit located at the receptions of UniTrento buildings will include extra gloves, goggles and an FFP2 face mask without respirator for the employee who may assist a colleague showing symptoms of Covid-19 at work.

13. **If you suspect someone may have Covid-19**

To comply with the protocol, anyone who visited UniTrento premises and has tested positive for Covid-19, should inform UniTrento through their supervisor or the Covid-19 contact person. Personal data will be protected.

The communication must take place as soon as possible, on the same day of acknowledgment of one or more of the above situations. This communication is fundamental for UniTrento to adopt the necessary organizational, logistical and sanitation measures required by the health authorities.

The supervisor contacts the Covid-19 Contact Person to implement the measures. In compliance with the ministerial provisions mentioned above, the areas or rooms visited by individuals with Covid-19 will be sanitized.

Please inform your supervisor or the Covid-19 contact person if you have to self isolate at home because you have been in contact with someone who tested positive for Covid-19.

14. **Health surveillance/Competent doctor**

A health surveillance plan is in place (with periodic visits, on request of the employees, visits before going back to work after leaves of absence longer than 60 days).

The competent doctor is required to perform a medical examination on individuals who were sick with Covid-19 and were admitted to the hospital, on a date and location to be defined. In order to go back to work, the employee must submit a certificate stating that they are testing negative for Covid-19 following the procedure described by the local prevention and protection service or by the family doctor.

The employee is required to send the certificate to the competent doctor ([medico.competente@unitn.it](mailto:medico.competente@unitn.it)) together with his or her phone number and will be contacted by the doctor.
Particularly vulnerable individuals (who have underlying conditions or are pregnant) can contact their doctor to certify their condition (in compliance with privacy regulations) to be notified to Human resources and Organization.

The Human Resources and Organization Directorate, in collaboration with the competent doctor, identifies the measures to be adopted on a case by case basis (eg work from home, different working hours, change of work tasks) and/or particular protection measures (eg glass screens, face coverings, etc.).
15. Contact details

At the University of Trento:

Covid-19 contact person: referente.covid@unitn.it
Covid-19 Committee: comitato.covid@unitn.it
Prevention and Protection Service: servizioprevenzioneeprotezione@unitn.it
Competent Doctor (Dr. Fabio Malesani): medico.competente@unitn.it
Health Surveillance Service: sorovozasanitaria@unitn.it
Health and Safety Representatives: rls@unitn.it
Human Resources and Organization Directorate: dirigenterisorseumane@unitn.it
Information on mandatory vaccination: obbligovaccinale@unitn.it

Other useful contacts:

Emergency telephone number

112

Covid-19 telephone number at the Ministry of Health:

1500
if you are calling from out of Italy: +39 0232008345 - +39 0283905385

Autonomous Province of Trento - Health Department:

Covid-19 number: 800 867 388

Provincial Health Care Services – Covid-19 emergencies:

centrale.covid@apss.tn.it

Provincial Health Care Services – Prevention Department:

dipartimentoprevenzione@apss.tn.it