COVID-19 GUIDELINES FOR IN PERSON EVENTS

This document provides guidelines for the organization of in person events at Departments, Centers 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".

Event organization

- At the moment, based on applicable regulations, University events can take place with 50% of the venue capacity. In any case, at the moment the maximum capacity is set at 1000 people for outdoor events and 500 people for indoor events. 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.
- Where it is necessary to set up a helpdesk for organizational purposes 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 participants 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 (for example, on maintaining social distancing) during the event.
- The participants must be authorized 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 during the event. 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 can be replaced. A plastic film can be used to protect the keyboard and mouse.
- All areas must be cleaned and sanitized often, possibly at the end of each session. Common touchpoints, common and meeting areas (lunch areas, vending machines) and toilets must be thoroughly cleaned.
- All rooms must be ventilated. Windows must be opened regularly. When you open windows, consider the weather conditions. 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, maintaining a minimum distance of 1 meter from other people sitting in front of behind them and to the sides. The participants who are exempt from the obligation to wear a mask are required to maintain a minimum 2-meter distance from others (the provision does not apply to any accompanying persons).
- Coffee breaks and lunch breaks will be organized to minimize contacts. Guests will be served by staff members (no self serve buffet). Social distancing must be maintained, and everyone is required to keep their face mask on their way to lunch or coffee. 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, 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.

Final provisions

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

The scientific coordinator of the event undertakes and ensures that all the participants comply with the provisions above and with those included in the University protocol (see declaration attached).

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This document replaces the previous version