PROCEDURES AND ACCESS FROM SEPTEMBER 1\textsuperscript{ST} 2021

The current norm allows for the teaching and curricular activities to take place in person as a priority.

In particular, based on the dispositions introduced in the decree no. 105 (dd. 23\textsuperscript{rd} July 2021), and from the decree no. 111 (6\textsuperscript{th} August 2021), as well as the subsequent updates from various ministers, it has been necessary to introduce a new system for the access to the university during the emergency stage going from September 1\textsuperscript{st} to December 31\textsuperscript{st}, 2021, pending new ministerial information and the implementation of potential ad-hoc IT systems applicable on the national/province territory.

The main news is the necessity to possess the Green Pass COVID-19.

Access for university staff and students

The following paragraph contains information on the modality for access of university staff (teaching staff: professors, researchers, tutors; technicians, administrative staff, CELs), of the other staff (collaborators, doctoral students, scholarship students, contract staff, visiting professors), and of students, who can access every building of the university without previous authorisation, necessary until July 12\textsuperscript{th} 2021.

On accessing the building, it is still necessary to fill a preventative self-check form, to be taken at one’s own domicile, on possible COVID-19 symptoms, by checking the following conditions:

- Absence of temperature above 37.5°C in the previous 24 hours;
- Absence (on the day) of symptoms such as cough, conjunctivitis, muscle pain, or temperature above 37.5°C, including for family members/housemates.
- No contact with persons who have been currently positive to COVID-19 in the last 14 days.

Green Pass COVID-19

According to the decree no. 111/2021, all university staff and students who access the university buildings must possess the Green Pass COVID-19, which can be obtained as follows:

- After completing the vaccination process with two doses (validity: 9 months)
- After receiving the first/only dose of the vaccine (validity: depending on the vaccine, which must be mentioned in the certificate)
- Recovery from COVID-19 (validity: 6 months) and if need be, first dose of the vaccine (validity: 9 months)
- Having completed a molecular/antigenic test in the previous 48 hours, with a negative result (validity: 48 hours)

Subjects who are exempt from the need of the Green Pass are those exempt from the vaccine based on suitable doctor’s certificate according to the criteria established by the Minister of Health.

APP and self-statement

Access to university areas is allowed only via the completion of a statement where the person requesting access confirms that they have completed a self-check form as above, are aware of the current norms of prevention for COVID-19, and, as of September 1\textsuperscript{st} 2021, are aware of the need
for staff and students to possess and show the Green Pass during any checks from Administration.

This statement can be completed via the usual UniTrento App, whose functionality is based on the application of the norms on privacy, by checking in and out of the buildings. Therefore, university staff and students must access the buildings exclusively via the areas provided with QR code to scan on the UniTrento App. At check-in, the user must tick the statements about the knowledge that the user must possess the Green Pass COVID-19, as requested by the article 9/1 of decree no.111/2021, and that the Green Pass must be shown during checks by authorised members of the university.

For those who are unable to use the app, the standard access procedure will remain valid, i.e. a statement to fill in at reception in every department. The form is available both in Italian and in English. Where buildings do not have a reception area, Administration will provide information on suitable areas for check-in and collection of PPE.

UniTrento staff will be provided with a mask, which they will have to collect and wear according to instructions (point 7), and on request, a pair of gloves, hand wipes, and hand sanitizer.

Every area of UniTrento is equipped and constantly updated on the appropriate signs with relevant information on the correct behaviour and hygienic rules, as well as on the obligation to possess the Green Pass.

Furthermore, there is a constant update of the information related to specific risks, to correct behaviour, to the correct use of protection equipment, which are obligatory to access the workplace.

All the information is available, both in Italian and in English, in the following links:

https://didatticaonline.unitn.it/ateneo/course/view.php?id=332 (Italian)
https://didatticaonline.unitn.it/ateneo/course/view.php?id=340 (English)

Checks and sanctions

The norm establishes that all university staff and students must possess and show the Green Pass COVID-19 (art. 9-ter, decree 52/2021, converted from 87/2021, introduced by decree no. 111 of 6th August 2021).

UniTrento performs periodic checks on students to verify their possession of the Green Pass COVID-19, as well as on university staff, by using appointed and trained staff.

Where the check should find an invalid pass or the absence of it, or where the request to show the pass should be refused, staff will invite the person involved in the checks to a separate room, for privacy reasons, in order to delegate further checks while respecting the privacy norms.

According to what is indicated in decree 111/2021, the absence of possession of the pass or the refusal to show it, is punishable by a fine from €400 to €1,000.

Furthermore, for teaching staff, researchers, technicians, administrative staff and CELs, the lack of the pass is considered absence without leave, and from the fifth day of absence this will lead to a suspension without pay or other contributions or emolument, however denominated, according to the current norm.

Access for suppliers and external staff

External staff (suppliers, maintenance staff, visiting research staff) does not have to possess the Green Pass COVID-19, but must nonetheless follow the rules of behaviour as all UniTrento staff
for the containment of the infection, except for specific instructions from their employer. Employers will have to inform the directors/referents at UniTrento of their own measures for the containment of the infection, in relation to the staff and of the users of UniTrento.

In particular, the daily declaration of any absence of conditions that might impede the access (symptoms, contacts with positive subjects) can be supplied by every external member of staff via UniTrento forms (or on the UniTrento App) or by the employers, who must state how a check of their own company protocol will be applied in order to proceed.

External staff will not be allowed to access any areas of the buildings other than the ones previously agreed on with the directors/referents UniTrento.

Delivery of parcels by couriers and suppliers must be outside reception areas, in prearranged areas. Access to the buildings requires the use of masks and gloves, which must be disinfected with the sanitisers at the entrance. Couriers cannot use public toilets in the buildings of UniTrento.

In order to avoid the presence of couriers who have not been previously identified, the delivery of stationery, which is usually allowed on the floor of destination, can only be to the general delivery area.

The same procedure applies to the delivery from other couriers; in this case, in order to complete the necessary process of load/unload of the good, the courier must keep a distance on 1m from the UniTrento staff.

Activities related to constructions site must be performed by following the relevant protocol.

External staff must not access any UniTrento area other than the construction site; when access to other areas is required, including in the breaks and in the access to the site, specific measures will be created (to indicate in the Plans for Safety and Coordination), in order to avoid interference with staff and users of UniTrento. This procedure is valid also for the access to the toilets.