



OPERATIONAL PROTOCOL TO FIGHT AND CONTAIN THE SPREAD OF SARS- COV-2 IN THE WORKPLACE AT UNITRENTO

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¹ This version is up to date with:

- the Decree of the President of the Council of Ministers of 11 June 2020
- the Joint protocol regulating the measures adopted to fight and contain the spread of Covid-19 in workplaces ("Protocollo condiviso di regolazione delle misure per il contrasto e il contenimento della diffusione del virus Covid-19 negli ambienti di lavoro"), as amended on 24 April 2020
- the Covid-19 emergency guidelines for businesses in the Province of Trento ("Indirizzi per la gestione dell'emergenza Covid-19 nelle Aziende PAT) (General workplace safety protocol rev. 6 of 10/6/2020)
- the guidelines to resume school activities in the coming school year ("Modalità di ripresa delle attività didattiche del prossimo anno scolastico"), minutes no. 82 of the meeting of 28 May 2020, of the Scientific and technical committee (CTS) Department of the Civil protection, Presidency of the Council of Ministers



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Introduction and purpose of the present document

The purpose of this protocol is to provide operational guidelines to fight and contain the spread of SARS-COV-2 in the workplace at the University of Trento (hereafter UniTrento), bearing in mind the evolution the epidemic and the regulatory framework adopted at national and provincial level. This is done in view of a gradual resumption of face-to-face work, teaching and research activities, while maintaining compliance with the principles of precaution, proportionality and health protection determined by the current 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.

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. The guidelines also apply to students participating in academic face-to-face activities, when they will resume, and as users of University spaces and services.

Premise

The provisions listed below were put in place in the buildings of UniTrento during the lockdown.

1. Sanitization

Work environments have been thoroughly cleaned with chlorine-based detergents. Given that the work environments have been almost empty so far, there is no need to further sanitize them specifically for protection from Covid-19.

A number of offices had been sanitized during Phase 1 in compliance with the provisions of Regulation 5443 of 22 February 2020 of the Ministry of Health after suspected cases of Covid-19 were reported.

Water has been left running in restrooms, and water pipes have been properly flushed, in buildings that have been closed.

2. Workplace safety

In compliance with guidelines in force at the time, the sanitization of air conditioning systems has been deemed not necessary.



Incoming air filters were carefully examined and were, where necessary, replaced before their expiration date.

Systems were adjusted to increase the inflow of external air to avoid air recirculation.

The administration identified work environments where, potentially, 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 were installed at front office workstations (reception desks, loan desks). Other glass shields may be installed in the future at other workstation based on an assessment, in collaboration with first-level administrative staff, as public access will gradually increase.

Information

Signs were posted in all university buildings with information on social distancing and hygienic practices. Other signs on correct hygienic practices will be posted at the entrance of classrooms, before students return to attend classes. Remote information and training modules have been prepared on risks, proper behaviour, correct use of personal protection equipment, and staff is required to take the training in order to access the workplace.

All information and training modules are available in Italian and in English here:

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

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

Please remember that in order to access University buildings you must have taken the online compulsory course on proper behaviour during the Covid-19 emergency.

Access to buildings

Only staff who have been authorised by the head of the department, centre, or administrative unit, will have access to UniTrento buildings. The authorisation must include the name of the person authorised; it may be granted by the head of the department, centre, or administrative unit (top-down) or may be required by the employee (bottom-up) by filling out the form available here: <https://webapps.unitn.it/covid19auth/user/home>

In addition to the authorisation, UniTrento staff entering buildings (technical and administrative employees, teaching and research staff) must have taken the online compulsory course mentioned above.

All people entering UniTrento buildings are required to self-check their health at home, to see if they present symptoms suggestive of Covid-19.



In particular, employees will have to check the following:

- absence of fever (temperature below 37.5°C) in the past 24 hours;
- no cough, muscle pain, or temperature above 37.5°C (including for family members or flatmates);
- no close contacts with people who tested positive for Sars-CoV-2 in the past 14 days.

Employees with any of the above will not be given access to University buildings; in that case, they will stay at home, inform their GP and the employer through 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 Service to track contacts and contain the spread of the virus.

Individuals who show no symptoms of the disease but are waiting for test results must not show up to work.

Where possible, authorised personnel will enter from a staffed entry point near the reception where they will receive the Personal Protective Equipment (PPE) and follow the entrance procedure.

When it is not possible to set up such entry point, efforts must be made to make sure that the authorised personnel walk through a staffed entry point, which could be located at a nearby building.

Where possible, entry and exit point must be separated, to reduce the chance that people run into each other and to avoid gatherings.

Access to workplaces will be granted to employees who declare that they have carried out the self-check and that they meet the above conditions to access university buildings.

This declaration must be submitted through the UniTrentoApp (which operates in compliance with privacy regulations) by completing the check-in and check-out procedures at any time you enter or leave the building. Personnel not using the app will follow the procedure available since the lockdown phase and complete the paper form and sign the entry register at reception desks. It is up to the University administration to define an entry point with check-in procedure and provision of the PPE for buildings that do not have a staffed reception.

This procedure also applies for accesses out of the receptionists' working hours.

Non-University staff also – visitors, suppliers, contractors, collaborators from partner organizations – must provide such declaration (see the paragraph Access of suppliers and external staff).



UniTrento staff who are granted access to buildings will receive a surgical mask every day (which must be worn as explained in point 7 - Personal protective equipment) and, where appropriate, a pair of gloves, hygienic wipes, and sanitizing gel.

Please follow the guidelines below to access buildings with no staffed entry point:

Buildings with no staffed entry point that are less than 100 m from a staffed entry point

1. staff using the app:
 - a) check in at the usual place of work
 - b) pick up PPE at the closest building with a staffed entry point
2. staff not using the app:
 - a) fill in the paper form (attached) that must be picked up at the place of work (closest building with a reception)
 - b) return the form at the staffed entry point where they will also pick up the PPE

Buildings with no staffed entry point that are more than 100 m from a staffed entry point

1. staff using the app:
 - a) see point 1a) above
 - b) pick up PPE at the same building (self-service) and sign the register.
2. staff not using the app:
 - a) fill in the paper form (attached) that must be returned to the same building
 - b) see b) above.

Staff who need to visit more buildings on the same day are required to follow the check-in and check-out procedure every time; the same applies for staff who leave the building and return on the same day. The PPE and the declaration in paper form are provided when first entering the building.

Access afterhours (night, holidays) must be organized compliance with the provisions included in the regulations of the different Departments, Centers and Directorates, paying particular attention to the situation of buildings without a staffed entry point.

In any case, prior authorization from the Director/Head of Directorate is absolutely necessary for exceptional work that cannot be postponed.



Access of suppliers and external staff

External staff (suppliers, contractors, research partners) are required to adopt the same safety and security measures in place for UniTrento staff, and to observe any provisions by their employer. In turn, employers will inform the "Direttore Esecuzione Contratto" or a contact person of UniTrento on the measures they have in place to contain the spread of the virus.

In particular, the daily declaration of absence of grounds to access the building (symptoms, contacts with people who tested positive) can be provided by every worker and external staff using UniTrento forms (or the UniTrentoApp) or by employers, who must declare how they intend to proceed, in the context of the company protocol, to verify the declaration. 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 as agreed in advance with the contact person or "Direttore Esecuzione Contratto" of UniTrento.

Deliveries by couriers and suppliers will be left at the door, outside receptions, in a dedicated area. Couriers and suppliers must access buildings wearing a mask and gloves, which must also be sanitized using the hand sanitizer dispenser at the entrance. Couriers are not allowed to use restrooms at UniTrento premises.

Paper and stationery items will be delivered outside receptions, in the dedicated area, to avoid the presence of unidentified external staff on floors.

Where possible, drivers are required to remain in their vehicle, they are not allowed to enter university buildings. Carriers and suppliers must maintain at least a 1 metre distance from UniTrento staff when preparing for loading or unloading operations.

Work sites

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.

Cleaning and sanitization

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

- common areas and restrooms, handles, and other surfaces like switches for example, will be cleaned more often and using chlorine-based detergents;



- desks will be cleaned and sanitized on a daily basis, as more employees go back to work;
- spaces will be sanitized, when necessary.

Cleaning products will be provided to university staff to clean their workstation as described above under "Access to buildings". Information on cleaning products will be provided to staff at buildings entry points.

Classrooms and socialization areas that are momentarily unused will be routinely cleaned, to ensure proper maintenance and make sure that they will be readily available in the future.

If it is established that someone with Covid-19 visited one of the buildings of UniTrento, the premises will be immediately sanitised in accordance with the provisions of Regulation 5443 of 22 February 2020 of the Ministry of Health.

Maintenance and checks of ventilation and air conditioning systems continues as in the preceding phase in all office environments (rooms, offices, laboratories).

Filters are periodically checked and cleaned as required by the maintenance plan.

Based on the most up-to-date information (Rapporto ISS COVID-19 33_2020), conditions are in place to ensure that systems and devices function safely within office spaces, while also ensuring the best possible comfort.

All staff will receive information on how to use these devices and how to carry out proper maintenance.

Personal hygiene

All employees are required to comply with safety guidelines and to follow personal hygiene rules as recommended by health authorities:

1. Wash your hands frequently for at least 60 seconds using soap or a hand sanitizer;
2. Maintain at least a 1-meter distance from other people;
3. Avoid handshakes and hugs;
4. Avoid touching your eyes, nose and mouth;
5. Cough into your elbow or use a disposable tissue;
6. Carefully clean surfaces with alcohol or chlorine-based disinfectants;
7. Avoid sharing bottles and glasses, cigarettes, towels or other personal items;



8. Avoid close contact with people with acute respiratory infections (fever, cough, cold symptoms);
9. Do not go to work and call your doctor if you have a temperature (37.5°C) with cough, sore throat or cold symptoms;
10. Do not take antivirals or antibiotics without consulting your doctor.

In particular, information posters on how to wear face masks and to wash hands properly will be posted in restrooms and in university workplaces, while video tutorials will also be made available.

Employees are recommended to routinely sanitize their cell phones with a disinfectant solution and disposable wipes.

Employees are also recommended to frequently open windows to recirculate air and improve air flow, preferring natural ventilation and avoiding air currents.

Personal protective equipment – PPE

Surgical face masks are provided every day to all UniTrento staff (teaching, research, technical and administrative personnel, language experts, postdocs, PhD candidates, graduating students).

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.

Masks and gloves will be available at reception desks for all staff authorised to access University buildings.

Masks must cover the nose and mouth completely as explained in the training course. Always wear a mask in shared areas (for example in shared workspaces), common areas (including corridors), and when using common equipment like printers and copiers or a company car, to avoid contamination.

Face masks can be reused, but avoid all unnecessary handling (avoid putting it on and taking it off multiple times, as their protective efficacy decreases).

At UniTrento premises you can only use face masks provided by the University.

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 to sanitize your gloves.

Dispose of masks and gloves in waste bins (non-recyclable waste).



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.

Management of common areas

Always wear a face mask in common areas indoors and keep a 1 metre distance from others.

Lifts

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

Only use lifts when no-one else is using them, and wear a mask.

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 sanitizer 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

Use of company cars by more than one person must be avoided or limited to emergencies or to activities that cannot be postponed. In that case, the driver and passengers must wear a face mask if it is not possible to maintain a 1 metre distance between people. Guidelines must be provided to clean the car and common touchpoints before and after use with specific cleaning products even when only one person has been using it.

Based on the destination and length of the trip, breaks must be calculated (approximately every 15 minutes) to recirculate the air.

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 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.

Only one person can wait in line for a toilet to be available. Toilet doors must be kept open as far as possible, to see if they are busy and avoid running into someone. 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. The public, external staff, visitors, suppliers etc. do not have access to university toilet facilities, except where authorised by the head of the centre/department or directorate. Cleaning and sanitization of toilet facilities must be ensured throughout the day.

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;
- Keep at least 1 metre from other people;
- Clean your hands with a hand sanitizer before using the keypad;
- Pick up your order and leave immediately.

Snack areas

All staff are invited to avoid overcrowding in snack areas, to follow personal hygiene rules and to ensure social distancing. No shared equipment can be left in snack areas.

These areas can only be used for lunch breaks, for maximum 20 minutes per person. Snack areas are open to authorised 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 snack 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).

Snack 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:



- when necessary, wait for a place to become available outside of the snack area wearing a face mask and maintaining a 1 metre distance from others;
- enter and leave the room following the path marked on the floor and 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;
- make sure to bring all you need: no shared equipment is available in the snack area except for cleaning supplies that you will need to sanitize the table before and after lunch;
- remove all personal items and food waste using the appropriate 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

Where possible, meetings (with internal or external participants) must be online; in case of face-to-face meetings, there must be a 1 metre distance between the participants, who must all wear a surgical mask.

In the case of exchange of paper documents: deposit them in a given area for the time required (e.g. for paper documents see the Protocol on the reopening of libraries) OR carefully sanitize your hands when you hand out or receive documents. You can use gloves for the exchange of documents, and you can sanitize them after every exchange.

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.

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 machines.

Open windows often to let air circulate.

When using printers or copiers:

- wear a face mask;
- keep at least 1 metre from other people;



- clean your hands with a hand sanitizer before using the keypad;
- pick up your prints and leave the area immediately.

Libraries and Study rooms

See attached document. External study rooms are closed at the time of writing.

Organization (shifts, travels and working from home)

Work from home must be preferred in this phase too, as activities are gradually resuming. It is a useful and flexible instrument to prevent the spread of the virus, and is also effective. Staff can partially work from home and face-to-face to reduce contacts. The two working modes must be arranged on a daily or weekly basis, but it is also possible to alternate them on the same day.

To facilitate flexible working modes, heads of staff should draw up plans for shifts/staff rotation taking into account any underlying conditions of staff and/or the need to reconcile work and family life, like children under 14 years of age or any age if they are disabled; staff working under the benefits of Law 104/1992; staff with underlying conditions or belonging to special categories; staff who live far from the workplace. Employees are invited to adhere on a voluntary basis. Use of shared work stations 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).

In compliance with University regulations², staff in positions of responsibility (directors, heads of departments and centres, heads of directorates) are required to work from University offices. This will ensure safety and coordination and, thanks to collaboration with staff members responsible for safety ("Addetto Locale alla Sicurezza" - ALS, and "preposti") the smooth operation of all activities (including in the case of a person showing symptoms of Covid-19 - see relevant chapter).

Where office activities resume, fire coordinators, emergency management staff and first responders must be present.

Travels within Italy can be done in compliance with national and regional provisions.

² "Regolamento di Ateneo in materia di salute e sicurezza sui luoghi di lavoro" (University regulation on health and safety in the workplace) adopted by Rector decree no. 574 of 5.10.2017: <https://www.unitn.it/norme-regolamenti/479/sicurezza-e-tutela-salute-lavoratori>



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) you have to find information on the safety measures they have adopted for external staff (access and organization of work).

Staff entrance and exit

All employees who access university buildings are required to carefully monitor their health conditions.

Body temperature will not be taken at the entrance. But, in compliance with privacy legislation, the employer can perform random checks of staff body temperature, giving this task to the competent doctor.

If someone starts experiencing symptoms at work at UniTrento (fever, coughing, sneezing) they must immediately inform their supervisor. To this end, see the provisions under "What to do if someone shows Covid-19 symptoms".

Where possible, UniTrento buildings will have a separate entrance and exit; staff will enter at different times to avoid contacts and gatherings.

Moving within buildings, meetings, internal events, training

All employees should move around the office and visit other university premises as little as possible.

As provided for by Rector decree of 12/6/2020 (*Fase 2 - misure adottate in relazione all'emergenza sanitaria Covid-19 – missioni, riunioni organi collegiali e commissioni e riapertura servizi*) collegial bodies and other committees can meet face-to-face at UniTrento. To this end, prevention and protection measures must be in place: social distancing (always be at least 1 metre apart), use of face mask, natural ventilation of rooms where meetings take place, avoid gatherings.

At the time of writing, some laboratory activities have resumed in compliance with operational protocols (see attached documents) that define entry procedures, teaching and exit procedures.

Face-to-face exams and lectures have not yet resumed. Given that these activities will resume in the next months, specific operational plans must be drafted that consider social distancing requirements, hand and personal hygiene, personal protective equipment and other good practices, to ensure the best level of safety for students and staff-



All internal events have been suspended. Events and, in particular, events organized by third parties that take place in university buildings, must take place in accordance with the authorisation granted and comply with organizational and operational measures to protect the health and safety of participants, as provided by the University regulation on safety in the workplace. UniTrento will organize external events at partner organizations in compliance with the protocols that they have adopted.

Distance learning options must be preferred. General and specific health and safety training in distance mode is mandatory for all. No activity can take place without proper training.

Given that safety issues are increasing, employees who still have not completed their training must do so.

The participants must wear a face mask and maintain social distancing during face-to-face training courses, in compliance with national and provincial regulations:

- the participants must always wear a face mask;
- chairs in the same row must be at least 1 metre apart (measuring from chair to chair) and there must be at least 1.5 m between rows of chairs; people should not sit next to each other where possible;
- the participants must keep the place they were given (do not switch places during the course);
- the teacher's desk and the first row of student desks must be at least 2 metres apart. When standing, teachers must keep at least a 1-metre distance from the participants;
- hand sanitizers must be provided at the class entrance and on the teacher's desk;
- Covid-19 signs showing good practices must be present in the class;
- course materials must be provided in digital format; when that is not possible, paper materials must be left untouched for some time before handling them to the participants; See regulation on the reopening of libraries. Course materials must be given directly to the participant. Both must have sanitized their hands thoroughly;
- final tests must be online: where that is not possible, a paper test must be given to the participants, who will leave it in a box before leaving the room. Leave the paper tests untouched for some time before correcting them;
- take a break every hour to ventilate the room;
- provide cleaning products to clean surfaces; the participants are required to clean their desk before leaving the room;

For modules that require practical training:

- maintain social distancing (make sure that group sizes allow that);



- sanitize hands and shared equipment;
- prefer outdoor or external areas where possible.

What to do if someone shows Covid-19 symptoms

If someone starts experiencing symptoms at work at UniTrento (fever, coughing, sneezing) they must immediately inform their supervisor.

The University of Trento, with support from the competent doctor, will inform health authorities. The same procedure applies in case the employee shows symptoms out of the University setting, while off work, and for people who visited university premises and who are not university employees.

To this end, heads of the Department/Centre or Directorate must be reachable by telephone or designate a substitute (see Organization (shifts, travels and working from home)).

The heads of the Department/Centre or Directorate will make sure that health authorities are informed right away and will also inform the University executive and the competent doctor.

The person showing symptoms will be immediately isolated and their contacts will be traced. Any co-workers and anyone who has been close to the person showing symptoms will also be isolated.

The person showing the symptoms above is required to wear a surgical mask (external staff will be provided with one of the masks provided by UniTrento) and leave the office immediately, go home and inform their doctor.

The University will work with health authorities to trace the contacts of individuals who visited their premises and tested positive for Covid-19 or has symptoms that may suggest exposure to Sars-CoV-2, in order to organize the quarantine.

During the contact tracing, the University will advise any co-workers to self-isolate at home until the epidemiological survey has been completed.

"Close contacts" are:

- people living in the same house as the individual with Covid-19;
- people who have been in direct contact with an individual with Covid-19 (for example through a handshake);
- people who have been in contact with the body fluids of an individual with Covid-19 (for example, have touched used tissues);
- people who have been in direct contact, face to face, with an individual with Covid-19, at less than 2 metres of distance for more than 15 minutes;



- people who have been in contact with an individual with Covid-19 in an enclosed space (e.g. classroom, meeting room, waiting room) for more than 15 minutes at less than 2 metres of distance;
- a health care professional or other person providing direct assistance to an individual with Covid-19 or laboratory personnel handling samples of a COVID-19 case, without using the recommended PPE or having used unsuitable PPE.

If an employee is confirmed positive for Covid-19, the University will sanitize the workplace as required by law. Before doing it, the room will be ventilated. The first aid kit located at the receptions of UniTrento buildings will include extra gloves, goggles and FFP2 face mask without valve for the employee who may assist a colleague showing symptoms of Covid-19 at work.

Health surveillance/Competent doctor

The health surveillance of staff who is back to work (including home workers, and based on exposure to risk) will continue in compliance with the measures in force.

Health surveillance also aims to identify potential cases and risks of contagion so that doctors can inform workers on preventive and protective measures that must be put in place.

Preventive visits and visits that cannot be postponed

Urgent health surveillance continues with preventive visits and visits that cannot be postponed (on request of the employees, and before resuming 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 together with his or her phone number and will be contacted by the doctor.

Exceptional visits

During the state of emergency, high risk staff (because of their age, or of a weakened immune system, with cancer or who are receiving a life-saving treatment or other reasons) may be subject to health surveillance on request of the employer.

Individuals who are particularly at risk (with underlying conditions or pregnant, for example) may contact the competent doctor (medico.competente@unitn.it) or the health surveillance service (sorveglianzasanitaria@unitn.it) to request a medical examination (this is particularly the case if they are monitored for work-related risks) and provide the doctor



all the documents they have together with any updates from their family doctor or physician.

Where the competent doctor determines that the health and safety of the employee are at risk, he or she will inform the University, which will find a solution (work from home, different shifts, different tasks) and/or implement protective measures (screen or barriers, for example).

The competent doctor is also available to give advice on family members who are particularly exposed.

The following are considered high risk groups:

- a. people with a disability (article 3, paragraph 3, Law 104/1992³);
- b. people with a weakened immune system, with cancer or who are receiving a life-saving treatment (must provide health certificate);
- c. people with other health conditions which may increase the risk to get Sars-CoV-2:
 1. Serious conditions like:
 - a history of malignant tumours in the past 5 years;
 - diabetes mellitus;
 - unstable high blood pressure;
 - severe heart conditions (recent strokes, arrhythmia, vascular disorders, etc.);
 - chronic respiratory diseases that cause difficulty breathing;
 - kidney or liver failure;
 - conditions and treatments that compromise the immune system (e.g. cortisone treatments).
 2. Workers with a cognitive or behavioural impairment who may not be able to use personal protective equipment or to comply with safety guidelines (safety distance, personal hygiene, etc).
 3. Pregnancy.
 4. Age above 55.

³ Individuals included in the categories described in article 26 of Legislative decree 18 of 17/3/20 (extended to 31/7/20 by legislative decree 34 of 19/5/20) may take a leave of absence equivalent to admission to a hospital.



Revision of the Protocol

The University Committee for the application and verification of the regulatory protocol is responsible for applying and periodically verifying the provisions included in the protocol, and for presenting further provisions if it requires it is necessary in the back-to-work phase, as required by national and provincial laws.

Useful contacts

PAT – Dipartimento Salute:

toll free numbers 800 867388 and/or 1500

PAT– Dipartimento Salute - Uff. Sicurezza negli Ambienti di Lavoro:
dip.salute@provincia.tn.it

Quick contacts of the Provincial Health Care Services in the Province of Trento:

Azienda Provinciale per i Servizi Sanitari – Dipartimento Prevenzione - UOPSAL:
dipartimentoprevenzione@apss.tn.it

sportellouopsal@apss.tn.it 0461-904502/45

Psychological support:

800833833

112 emergencies

Within UniTrento:

Covid-19 committee: comitato.covid@unitn.it

Prevention and Protection Service servizioprevenzioneeprotezione@unitn.it

Competent doctor (dott. Fabio Malesani): medico.competente@unitn.it

Health Surveillance Service at UniTrento: sorveglianzaasanitaria@unitn.it

Health and Safety Representatives: rls@unitn.it



UNIVERSITÀ
DI TRENTO

Attachments



FAQ

1. Employees in home isolation are on sick leave, holiday or unpaid leave?

Employees in home isolation are required to contact their doctor to obtain a certificate of sick leave with the diagnosis (in compliance with the ministerial decree). The doctor will provide the certificate following the usual procedure. On 2 July 2020 the head of the Human Resources and Organization Directorate (DRUO) approved specific guidelines for technical and administrative staff, language experts and former "lettori".

2. What should you do at the end of the home isolation period to go back to work?

After the home isolation period, if no symptoms have appeared, employees can go back to work. The absence from work is covered by the certificate provided by the doctor at the start of the isolation period. If symptoms appear during the home isolation, the Prevention Department of the Provincial Health Care Service, which is responsible for the health surveillance programme, will perform a test to be sure that you have the virus. If you test positive, you will have to continue the home isolation until the symptoms disappear. Health authorities will perform 2 more tests to confirm that you have recovered.

3. What should employers do in case of employees with no symptoms who have had close contacts with someone with Covid-19?

In these cases, health authorities are usually immediately informed. The employee is placed in home isolation. There are no particular protection measures for people who have shared common spaces with asymptomatic individuals, therefore employers have nothing to do.

4. What should employers do in case of employees showing Covid-19 respiratory symptoms like fever, cough, cold, sore throat?

In these cases, employers invite employees to stay at home and contact their doctor, who will inform (as appropriate) health authorities based on protocols in place. Employers will work with health authorities to trace the contacts of individuals who visited their premises and tested positive for Covid-19 or have symptoms that may suggest exposure to Sars-Cov-2, in order to organize the quarantine. Work environments will be sanitized in compliance with ministerial provisions.

5. Will the work environment be sanitized when an individual with Covid-19 has visited the workplace?

Yes. In this case, the workplace is immediately sanitized in accordance with the provisions of regulation 5443 of 22 February 2020 of the Ministry of Health. Places that were not visited by the infected person will be ordinarily cleaned. Common touchpoints like walls, doors and windows, toilets are cleaned thoroughly. Cleaning services must be informed, so that they can plan the cleaning accordingly and in compliance with the provisions of article 2 of legislative decree no. 81/2008.

6. Can employees work at a social distance of less than one metre?

Employers must take safety measures by organizing the activities, office layout and work spaces to ensure that there is at least a one-meter distance between people. Where it is not possible to comply with the 1-metre distance provision, other risk containment measures must be adopted including physical barriers (protection shields) to be installed on the workstations, use of personal protective equipment (masks) or other solutions.



7. What are the main practical and organizational aspects that must be considered?

The measures included in ministerial decrees and in national and provincial protocols must be observed, and the University will carry out:

an assessment of the work environment, to

- verify if office layout needs changes to cope with Covid-19, identify appropriate prevention and protection measures;
- implement measures that ensure social distancing (1-2 m, based on work activity);
- define access procedures and paths to move around buildings in compliance with social distancing;
- verify that work spaces are properly ventilated (natural ventilation must be preferred);
- make a survey of technological resources available to allow for working from home;
- encourage digitization to protect human interactions through all technological and organizational resources available;

an organizational assessment, to

- redefine, as appropriate, workstations, access procedures, coffee and lunch breaks and lunch areas, to avoid gatherings and maintain social distancing;
- find other solutions for lunch breaks (when face masks cannot be used) to protect human relations;
- make sure that the work environment is suitable for a given number of employees and reorganize shifts and working hours if necessary;
- ensure that workspaces are regularly cleaned and prepare for sanitization procedures defining how and when they should take place;
- define the type and number of PPE required and their supply chain (all products must be certified);
- define where hand sanitizing stations will be placed, the quantity of hand sanitizer required and its supply chain;
- define how contractors, external workers, and third parties can work on University premises;
- establish a control plan to check how these measures are implemented.

8. People who are returning to the University from abroad.

- As of 1 July, citizens from EU member states (Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary), Schengen States (Iceland, Liechtenstein, Norway, Switzerland), the United Kingdom, Andorra, Monaco, San Marino, the Vatican, foreign citizens residing in one of these countries and their relatives (spouses, partners,



children under 21, dependents) can freely enter Italy are not required to provide any reason for travelling abroad and are not required to self-isolate for 14 days;

- As of 1 July, citizens and residents of Algeria, Australia, Canada, Georgia, Japan, Montenegro, Morocco, New Zealand, Rwanda, Serbia, Korea, Thailand, Tunisia, Uruguay can freely enter Italy and are not required to provide any reason for travelling.
- Citizens coming from EU member States, Iceland, Liechtenstein, Norway, Switzerland, the United Kingdom, Andorra, Monaco, San Marino and the Vatican are not required to self-isolate for 14 days; the requirement remains in place in all other cases.
- The self-isolation period starts when a traveller arrives to Italy. These travellers are only allowed to go home or to a different place of residence where they will stay during their isolation period, as quickly as possible. The use of public transport is not allowed on this route. It is possible to rent a car, use a taxi or hire a driver. Travellers or returning citizens for work, study, health or absolute necessity may postpone the start of the self-isolation period for up to 120 hours.
- Mandatory self-isolation does not apply to health staff travelling to Italy for professional purposes.

For up to date information for travellers to Italy please visit:

<http://www.salute.gov.it/portale/nuovocoronavirus/dettaglioContenutiNuovoCoronavirus.jsp?lingua=italiano&id=5411&area=nuovoCoronavirus&menu=vuoto>



**SELF-DECLARATION PURSUANT TO
ARTICLES 46 AND 47 OF THE DECREE OF THE PRESIDENT OF THE REPUBLIC NO. 445/2000**

I, the undersigned

(name and surname) _____

Born on ___/___/___ **in** _____ **province** _____

residing in _____ **address:** _____

as a collaborator for (please provide more information) _____

or

as an employee of (name of the employer) _____

or

as an employee of UniTrento (not using UniTrentoApp) _____

aware of the penalties for false statements, provided by article 76 of the Decree of the President of the Republic no. 445, of 28 December 2000, and aware of the loss of any eventual benefits obtained from false statements (article 75 of the same decree),

DECLARE

- that I am aware of the measures adopted to contain the contagion and included, more recently, in the Decree of the President of the Council of Ministers of 26 April 2020, and in the provincial orders on the movement of people at national level, and of the rules to access the workplace;
- that I am aware of the provisions adopted by Rector Paolo Collini to limit the presence of people in UniTrento buildings and included in the operational protocol to fight and contain the spread of SARS-COV-2 in workplaces of the University of Trento, which you can find here: <https://unitn.it/ateneo/89052/covid-19-fase-ii>
- that I have been authorised to access the following building (enter name of the building)

- by (enter the name of the approver)

Place, date and signature _____

Please fill out this form, sign it and return it to the building's reception.



Protocol for the reopening of reading rooms at

the Central University Library - BUC (Trento, via A. Libera),

the Science Library (Povo),

the Engineering Library (Mesiano), and

the Library of Cognitive Sciences (Rovereto)

from 2 July

The UniTrento Libraries covered by these provisions are:

1. The Central University Library - BUC (via A. Libera), (please note that the reading room in the Cavazzani building will remain closed)
2. The Science Library (Povo)
3. The Engineering Library (Mesiano)
4. The Library of Cognitive Sciences (Rovereto). This library is within the Biblioteca Civica, which is already open to the public; maintenance and cleaning services are managed by the City of Rovereto, in compliance with the protocol established by the Autonomous Province of Trento (PAT protocol).

Opening hours:

BUC, Science Library, Engineering Library:

8.00-19.45 Monday to Friday;

Library of Cognitive Sciences in Rovereto:

8.30-19.45 Monday to Friday.

Holidays:

libraries are always open, and closed for a few days in August (to be confirmed)

Information for users:

- access is granted only to **UniTrento members** (students, teaching staff, researchers, etc.) who **check-in at the entrance**;
- everyone is required to wear a **face mask** and **to sanitize their hands**;
- before entering a reading room, staff will check that users:
 - a. are wearing a face mask;



- b. sanitize their hands;
 - c. check-in using the app (or the paper form).
- only one person at a time is allowed to approach the help desk;
 - the **number of available places has been reduced** to comply with social distancing;
 - UniTrentoApp has a feature to check seat availability; in this way, you can plan your visit (in compliance with protocol PAT 8.1); a reservation system is already available for doctoral students and teaching staff at the BUC;
 - only as many people as the vending machines are allowed simultaneously to the snack area, in compliance with the UniTrento protocol; please keep your visit to the minimum;
 - there are entrance and exit routes, users are asked to follow directional signage on site, sometimes under staff supervision;
 - staff make sure that users respect social distancing and avoid gatherings especially at the entrance and in the snack area.

Front desk staff:

Front desk staff have been trained in safety measures and users' supervision and to provide guidance to users.

Front desks have been equipped with a plexiglass safety shield.

Cleaning:

- the library is thoroughly cleaned before opening;
- at 12.00, cleaning of handrails, door handles, keypads (library computers, copiers, vending machines), switches;
- cleaning of toilets, sanitization of tables where users have left (see NOTE below);
- at 16.00, cleaning of handrails, door handles, keypads (library computers, copiers, vending machines), switches;
- cleaning of toilets, sanitization of tables where users have left (see NOTE below);
- disposable wipes and disinfectant solution are available in all rooms for users;
- a hand sanitizing station is placed on every floor.

NOTE:

- study spaces (table and chair) are sanitized before and after use (protocol PAT 7.3): users who leave before closing time are asked to place a "this table has not been sanitized yet" sign on their table; users are asked to wait until the table has been cleaned;



- users can clean their study space if they want to, using the products available in the cleaning station.

Cleaning stations and information are available to users; library staff has been trained to provide assistance and make sure that leaving users post the "this table has not been sanitized yet" sign.

Signs in Italian and English are posted:

- at the entrance, on access procedure and social distancing;
- in reading rooms, with guidelines on how to sanitize hands and seats;
- in lifts;
- in the vending machine area;
- at printers/copiers;
- in toilets.

Books:

returned books are left on carts or tables and **quarantined** for 72 hours in an area that is closed to the public. Users are invited to leave on carts the books they take from shelves for consultation, which will be quarantined too.

Lockers:

not available.

Air conditioning and heating system:

no recirculation and no heat recovery system; at the BUC, the system is functioning using only external air; the other libraries operate with primary air, which is in part taken from the outside and in part by cooling/heating internal air with fan coils, with air speed at minimum and fins in vertical position so as to avoid flows of air towards people.

Air is changed by opening windows or doors (including emergency doors) regularly throughout the day.

Book presentations, events, seminars:

suspended.

Trento, 30 June 2020

(up to date with the guidelines of the "Covid committee" which met today)



Resumption of laboratory activities

Staff and students who have access to laboratories **must** have taken the training on Covid-19 safety measures and on how to behave in a laboratory setting.

For training on Covid-19 safety measures visit the **e-learning** section on the University website (Didattica on line - "Formazione" - "CORSO Covid-19") or use this link:

<https://didatticaonline.unitn.it/ateneo/course/view.php?id=332>

Staff and students are also required to read and sign the present document, which completes the rules and regulations adopted by the ministers and by UniTrento.

In addition, please always refer to the Laboratory Guidelines and to the laboratory specific emergency plan.

ACCESS TO LABORATORIES

- Stop at the check-in to show your authorisation (UniTrentoApp + QRcode) and pick up the face mask you will have to wear in the laboratory.
- Access to laboratory is only granted to people participating in the class and only for the duration of the class.
- The participants enter the laboratory at different times, based on a schedule, to maintain social distancing: follow the signage and directions of technical and teaching staff.
- Always maintain at least a 1 metre distance from other people.
- Always wear a face mask indoors and in all UniTrento buildings.
- Clean your hands with a hand sanitizer every time you enter/leave the premises.

ENTRANCE

- If you are not using lockers: leave your personal items (backpack, jacket, etc.) at your place as directed by the teaching staff.
- If you are using lockers: use only available lockers and put your personal items in the plastic bag that you received at the entrance.
- Clean your hands with the hand sanitizer.



- Take with you only what you need (notebook, pen, laptop); remember that personal items should be sanitized often (keyboard, mouse, etc.) with a 70% alcohol solution.

DURING LABORATORY CLASSES

- Take one of the available places.
- Always maintain at least a 1 metre distance from other people.
- Wear a face mask properly: it must cover your nose, mouth and chin completely.
- Wear gloves, if required by the teaching staff, as directed.
- Sanitize your hands frequently, including when you are wearing gloves.
- Open doors once an hour to encourage ventilation.
- Leave the laboratory at the end of the class.
- The teaching staff is required to move around as little as possible and to wash hands and adopt other safety measures when approaching students.

Food and drinks are not permitted in the lab (not even water)!

Proper use and disposal of gloves:

- do not leave gloves around, dispose of them properly:
 - use containers lined with a yellow bag for hazardous materials;
 - use the bio-box if you are in a biology laboratory;
- if gloves tear and you need to wear a new pair: dispose of them properly in the designated container, sanitize your hands, take a new pair of gloves and wear them properly.

EXIT FROM THE LABORATORY

- Remove gloves safely without touching the outside and dispose of them in the proper bin.
- Sanitize your hands before leaving and touching other surfaces.
- Always sanitize your hands every time you re-enter the laboratory.

EXIT FROM THE PREMISES AT THE END OF CLASS

- Leave in an orderly manner (not more than 3 people at a time) as directed by the teaching and technical staff.
- Pick up your locker belongings.



- Wash your hands thoroughly in the bathroom with water and soap

or

- Sanitize your hands with a hand sanitizer before leaving the building.

TECHNICAL STAFF AND LABORATORY CLASSES

Measures are in place to ensure compliance with safety provisions, in particular as regards the maximum number of people allowed in the room and social distancing. To this end

- at least one week before the start of laboratory classes, teaching staff and assistants are required to:
 - check with technical staff that all equipment is in place;
 - review the procedures;
 - verify that the class can take place as planned;
- technicians can only be contacted by email or phone during laboratory classes;
- technicians are allowed to enter the laboratory only in case of serious need.

Public selection procedures

WRITTEN EXAMINATIONS

Guidelines for candidates:

- wait in line one metre apart before entering the premises (take shelter nearby in case of bad weather);
- everyone will have their temperature taken (anyone with a temperature will be asked to leave - above 37.5°C);
- sanitize your hands at the entrance and access one by one;
- sign the health declaration form using your own pen and place in the relevant container;
- enter the building wearing a personal face mask; you will receive a new mask, will be asked to wait in line in the hall and to replace your mask with the one you have just received;
- leave personal belongings in a designated area (no bags, backpack and suitcases are allowed in the room where the exam will take place);



- reach the upper floors one by one 30 seconds apart to the room where the exam will take place (based on surname – see list)
- sanitize your hands again before entering the room;
- windows will remain open during the exam.

During the examination:

- show your identification document to the committee (behind a plexiglass shield) and place a signature next to your name on the candidates' list using your own pen without touching the sheet (sheets are lined one next to the other and taped to the desk);
- take a place; you will find a large envelope containing a small one, paper and pen (social distancing is ensured);
- the committee members give directions on the exam;
- the text of the exam is handed out to all candidates;
- you can use the bathroom during the exam; ask the committee for permission; follow the guidelines and the signage in place;
- hand in the exam one by one;
- to handed your exam, approach the committee desk (which is behind a plexiglass shield);
- show the committee the small envelope, sealed, and put it in the large envelope containing the exam, seal it and leave it on the desk; the committee will sign the envelope where it is sealed using gloves and will place it in a larger envelope; place the exam instructions in a container that has been prepared for this purpose;
- if you wish to leave the exam you are required to sign a form available in the room and to place it in a container that has been prepared for this purpose;
- certificates will be provided in pdf format by email.

Exit:

- pick up your personal items at the exit and leave in an orderly manner, in compliance with social distancing.