



UNIVERSITY
OF TRENTO

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. 105 of 23 July 2021, Legislative Decree no. 111 of 6 August 2021, Legislative Decree no. 122 of 10 September 2021, Legislative Decree no. 127 of 21 September 2021;
- the Note from the Ministry of University and Research no. 11592 of 31 August, 2021;
- the provisions of the Ministry of Health of 29 May 2021, 29 July 2021 and 11 August 2021;
- the provisions of the Ministry of Internal Affairs of 10 August 2021.



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1. 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 respecting the principles of precaution and proportionality and ensuring the health of all in the current pandemic situation.

If failure to comply with this protocol compromises the safety of people, University activities can be suspended until conditions are safe again.

The Protocol provides general guidelines. Information on specific activities and services (e.g. conferences, selection procedures, library services, access to the University nursery, etc.) can be found in dedicated guidelines which are regularly updated. Failure to comply with these documents too is a violation of the Protocol.

The Protocol and/or the specific guidelines may be further updated to comply with new regulations or measures adopted by health authorities (e.g. the ISS, the National Institute of Health).

2. 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 consideration of the different roles and responsibilities in the field of health protection in the workplace.

For employees, failure to comply with this protocol is a violation of their duties as set out in article 20 of Legislative Decree no. 81 of 9 April 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 centers and the Heads of directorates have a duty to make sure that all employees comply with health and safety provisions and that they follow the requirements, as set out in article 18 of Legislative Decree no. 81 of 9 April 2008, 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).



3. 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 no. 81 of 9 April 2008, 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.

4. COVID-19 INFORMATION

Signs and notices with information on health and safety measures in place are regularly updated and displayed in all University premises.

Signs with the recommended hygiene practices, floor signs to reach rooms and laboratories and QR codes required to enter University buildings can be found at the entrance of University buildings and classrooms.

Online information and training courses have been prepared on risks, proper behavior, the 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 in 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 (for example, changes have been introduced to grant access to holders of a Covid-19 vaccination certificate), and staff is required to stay up to date with new rules.

5. ACCESS TO BUILDINGS

Do not enter UniTrento buildings if you:

- have a high temperature of 37.5°C or above;
- have a cough, conjunctivitis, joint or muscle pain, or have had a temperature over 37.5°C in the previous 24 hours (also consider family members or flat mates with these symptoms);



- have had close contacts with people who tested positive for Sars-CoV-2 in the past 14 days;
- have tested positive for Covid-19 or have been quarantined.

To access 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.

Until 31 December 2021, when the state of emergency should end, you must hold a vaccination certificate ("green pass") to enter UniTrento buildings. For more information, see the Covid-19 vaccination certificate section.

To access University buildings, you must self-certify that:

- you are aware of the provisions adopted by UniTrento and at national and local level to fight and contain the spread of Covid-19;
- you have self-checked your health status at home and you do not have any symptoms of Covid-19 and have not been in contact with anyone who has tested positive for Covid-19;
- you are aware that you must hold and show the Covid-19 vaccination certificate at checks carried out by UniTrento, and that if you fail to comply with the provisions you may be liable to disciplinary action.

The self-certification must be provided through the UniTrentoApp (which operates in compliance with privacy regulations) by completing the check-in and check-out procedures any time you enter or leave University buildings.



If you are not using the app, fill out and sign the paper form (in Italian or in English) that you can find at all University locations.

Where possible, authorized personnel will enter from a staffed entry point near the reception where you will receive the Personal Protective Equipment (PPE) and complete the entrance procedure. QR codes to be scanned by staff via UniTrentoApp are located at the entrances.



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



building. It is up to the University administration to give directions on the check-in procedure and the provision of PPE at buildings that do not have a staffed reception.

To avoid gatherings at the check in, multiple entry points must be identified for students attending in-person academic activities.

Access for UniTrento staff

University staff, including research collaborators of partner institutions housed in University buildings, don't need a personal access authorization. Such authorization is required for collaborators who occasionally visit the University.

If you show any symptoms or have been in contact with someone with Covid-19 do not come to work: stay at home and contact your doctor.

In this case, UniTrento staff must inform their supervisor (see the note of the Human Resources and Organization Directorate UNITN|10/07/2020|0021424|P). In this way, the University will be able to inform the health authorities (the Prevention and Protection Service of the Provincial Health Care Service) to trace contacts and contain the spread of the virus.

UniTrento staff receive a face mask every day, which they are required to pick up and wear based on the instructions provided in the "Personal protective equipment" section and, on request, a pair of gloves, wipes and hand sanitizer.

Student access

Students are required to check-in and out of buildings using the UniTrentoApp to access lecture rooms for academic activities and study rooms in libraries and departments.

The same procedure must be followed to take in person written and oral exams. Laboratory classes and thesis and research work are regulated by the provisions on access for UniTrento staff (as these students are considered as workers by the laws on safety in the workplace).

From 1 September 2021, students must also possess and exhibit a valid Covid-19 vaccination certificate to access University buildings; checks are carried out to verify compliance with the requirement, not only at entry points.

Access by service providers and external staff

Access by external staff (suppliers, maintenance workers, guests) must be authorized.



External staff must comply with the same rules applying to UniTrento staff, without prejudice to further guidelines provided by their employer. Such staff must also self-certify that they do not have any Covid-19 symptoms and have not been in contact with sick individuals, and must give proof of vaccination ("green pass", form, UniTrentoApp).

The above self-certification requirement does not apply to staff working for service provider, who must however comply with the same rules applying to UniTrento staff and with guidelines provided by their employer.

Random checks are carried out by the University to verify that even external staff have a Covid-19 vaccination certificate. Employers too are required to carry out checks on their employees.

To facilitate the mutual exchange of information, the University will send to its contractors a "Covid-19 Appendix" to the Interference Risk Assessment Document (DUVRI - article 26 of Legislative Decree no. 81/08) which contains an excerpt from this Protocol.

External staff can only access areas that have been previously agreed with their contact person at UniTrento.

Deliveries must be left outside receptions, in a dedicated area. Couriers 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 too, in the dedicated area, to avoid the presence of unidentified external staff on floors.

Drivers, where possible, are required to remain in their vehicle: they are not allowed to enter University buildings. They are required to maintain at least a 1-meter distance from UniTrento staff when preparing for loading or unloading operations.

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



Information on the Covid-19 vaccination certificate ("green pass")

Starting from 1 September 2021 and until the end of the state of emergency, in order to protect public health and maintain adequate safety conditions in the provision of education, anyone visiting UniTrento buildings must have and is required to exhibit the Covid-19 vaccination certificate.

To receive the certificate you must:

- have completed the vaccination program;
- have received the first dose of the vaccine;
- have recovered from Covid-19;
- have tested negative for Covid-19.

The validity of vaccination certificates is established at national level. When it expires, you no longer have access to the University.

The vaccination certificate requirement does not apply to individuals who are exempt from the vaccination requirement for medical reasons; exemptions must be confirmed by a doctor in compliance with the Order of the Ministry of Health no. 35309 of 04 August 2021.

The University carries out systematic, periodic and/or random vaccination certificate checks based on internal provisions.

The Directors of academic departments and centers and the Heads of directorates are tasked by the Rector to carry out these checks. They can in turn designate one or more individuals, from among the teaching, technical and administrative staff and language experts, to coordinate the verification process.

The Directors, Heads of directorates and their delegates can carry out the checks personally or task a team of verifiers, selected by the University and trained for the purpose, supervised by a coordinator, composed of students who work for the University on a part time basis.

The checks are conducted by the operators through the Verification C19 App or, where available, at verification stations located at the entrances of University buildings.

Unvaccinated people and those who do not have a vaccination certificate will be asked to leave or will be denied access to University buildings. Double checks will be carried out to avoid errors. The verification process is in compliance with data protection regulations.



The vaccination certificate checks will only verify the surname and date of birth of students and university staff who are transitioning and do not identify with the gender they were assigned at birth. The verification process is in compliance with data protection regulations.

Failure to provide a valid vaccination certificate by staff, students and anyone visiting University buildings results in a fine whose amount is established by law. Teaching, research, administrative and technical staff and language experts who are unable to provide proof of vaccination will be considered absent without pay, based on legislation in force.

6. CLEANLINESS OF THE WORKING ENVIRONMENT

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

- a cleaning plan must be drawn up; cleaning products must be in line with the recommendations of the Ministry of Health and the National Institute of Health (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 more people are working from the office;
- when necessary, spaces must be sanitized using suitable cleaning products.

Non-professional cleaning products are always available to employees to clean workstations and shared office equipment (printers, copiers, telephones, etc.). Read the label for guidance. Cleaning products are also provided to students to clean workstations in common areas like study rooms at libraries or 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 sanitized in accordance with the provisions of the National Institute of Health.

For more information, see the Cleaning and Sanitizing Guidelines.

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



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

More guidelines are provided for the use and maintenance of heating systems.

7. 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 meter).

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 activities.

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

8. PERSONAL HYGIENE

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

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

*this provision does not apply to in-person 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.

UNIVERSITÀ DI TRENTO

Regole generali di sicurezza | General safety measures

<p>Per la tua sicurezza e la sicurezza delle persone che ti stanno vicino sei pregato di:</p> <p>Assumere il distanziamento interpersonale di almeno 1 metro</p> <p>Indossare le mascherine sempre, a meno che non si sia soli nell'ambiente di lavoro</p> <p>Seguire scrupolosamente le norme di buona prassi igienica disposte dalle autorità competenti (lavaggio frequente delle mani, ecc.)</p> <p>Ridurre allo stretto indispensabile gli spostamenti all'interno dei locali delle sedi</p>	<p>For your safety and the safety of people around you, please:</p> <p>Maintain social distancing keep at least 1 meter from others</p> <p>Wear always a face mask, unless you are alone in the workplace</p> <p>Maintain good personal hygiene as recommended by health authorities (wash your hands frequently, etc.)</p> <p>Move around the workplace as little as possible</p>
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EMERGENZA CORONAVIRUS | CORONAVIRUS EMERGENCY

UNIVERSITÀ DI TRENTO

DIECI COMPORTAMENTI DA SEGUIRE

- Lavati spesso le mani**
- Evita il contatto ravvicinato con persone che soffrono di infezioni respiratorie acute**
- Mantieni, nei contatti sociali, una distanza interpersonale di almeno 1 metro. Evita gli abbracci e le strette di mano**
- Copri bocca e naso se starnutisci o tossisci. Pratica l'igiene respiratoria**
- Non toccarti occhi, naso e bocca con le mani**
- Evita l'uso promiscuo di bottiglie e bicchieri**
- Non prendere farmaci antivirali e antibiotici, a meno che siano prescritti dal medico**
- Pulisci le superfici con disinfettanti a base di cloro o alcol**
- Gli animali da compagnia non diffondono il nuovo coronavirus**
- Se pensi di essere stato contagiato non recarti al pronto soccorso: chiama il tuo medico di famiglia o il 112**

**EMERGENZA CORONAVIRUS
CORONAVIRUS EMERGENCY**

UNIVERSITÀ DI TRENTO

COME LAVARSI LE MANI CON ACQUA E SAPONE?
Durata dell'intera procedura: 40-60 secondi

- Bagna le mani con l'acqua
- Applica una quantità di sapone sufficiente per coprire tutta la superficie delle mani
- Friziona le mani palmo contro palmo
- Il palmo destro sopra il dorso sinistro intrecciando le dita tra loro e viceversa
- Palmo contro palmo intrecciando le dita tra loro
- Dorso delle dita contro il palmo opposto tenendo le dita strette tra loro
- Prendi sottile dal polso sinistro intrecciando le dita tra loro e viceversa
- Prendi sottile tra il polso destro e viceversa con le dita della mano destra strette tra loro del polso sinistro e viceversa
- Risciacqua le mani con l'acqua
- Asciuga accuratamente con una salvietta monouso
- Una volta asciugate, le tue mani sono sicure
- ...una volta asciugate, le tue mani sono sicure

**EMERGENZA CORONAVIRUS
CORONAVIRUS EMERGENCY**

9. PERSONAL PROTECTIVE EQUIPMENT – PPE

Face masks must be worn in shared spaces (e.g. offices, regardless of distance from others and the presence of screens between workstations), common areas (including corridors) and when using shared equipment (e.g. printers/copiers, company cars) to avoid potential contamination.



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.

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

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.



Information on any additional Personal Protective Equipment required for particular activities (e.g. close contact with third parties for research work) can be found in specific operational protocols and risk assessment documents.

The existing provisions for workers exposed to health risks remain in place; these workers are required to use specific protective equipment for airways and hands, and the relevant departments and centers will continue to provide them.

10.COMMON AREAS

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

Lifts

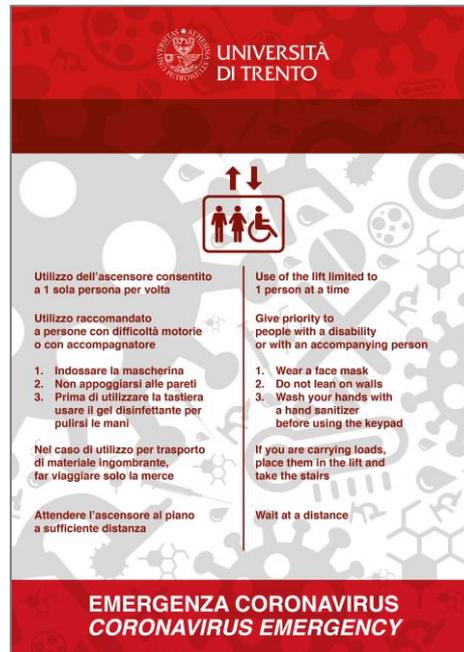
Avoid using lifts if possible, and give priority to people with disabilities.

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

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 it.

The distance to be covered and the duration of the trip must be taken into account to plan for breaks to change the air, or consider travelling keeping the windows open, if the weather allows. 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.

Restrooms

The risk of spreading the virus is high in restrooms, therefore staff must be careful and compliant when using them, avoiding gatherings and maintaining a safety distance.



Where you need a key or magnetic card to access, disinfect the key or card after every use.

Only one person can wait in line for a toilet to be available. Doors giving access to restrooms should be kept open as far as possible, to avoid people crossing paths. 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. Restrooms must always be equipped with water, soap and a hand dryer. The public, external staff, visitors, suppliers etc. do not have access to university restrooms, except when specifically authorized. Cleaning staff have access to toilet facilities at all times.

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-meter distance from others;
- wash your hands with a hand sanitizer before using the keypad;
- pick up your order and leave immediately.



The infographic is a vertical poster with a red header and footer. The header contains the University of Trento logo and name. The main title is 'Distributori automatici e stampanti' and 'Vending machines and printers'. The body is divided into two columns of instructions, each with a red header and four red buttons. The footer contains the text 'EMERGENZA CORONAVIRUS' and 'CORONAVIRUS EMERGENCY'.

UNIVERSITÀ DI TRENTO

Distributori automatici e stampanti
Vending machines and printers

Per la tua sicurezza e la sicurezza delle persone che ti stanno vicino sei pregato di	For your safety and the safety of people around you, please:
Indossare la mascherina	Wear a face mask
Mantenere distanza interpersonale di almeno 1 metro	Keep at least 1 meter from other people
Prima di utilizzare la tastiera usare il gel disinfettante per pulirsi le mani	Clean your hands with a hand sanitizer before using the keypad
Prelevare il prodotto o le stampe e allontanarsi immediatamente	Pick up your order or prints and leave the room immediately

EMERGENZA CORONAVIRUS
CORONAVIRUS EMERGENCY

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. No shared equipment can be left in lunch areas.

Lunch areas can only be used for meals, for the time necessary. They are open to staff who work in the same building; priority is given to staff who do not have a 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-meter distance among people. Tables must be positioned to maintain a minimum 1-meter distance between the backs of chairs, and to ensure a minimum 1-meter 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:

- when necessary, wait for a place to become available outside of the lunch area wearing a face mask and maintaining a 1-meter distance from others;
- enter and leave the room using 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 lunch area except for cleaning supplies that you need to sanitize the table before and after lunch;
- remove all personal items and food waste using the 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 for the purpose.

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.

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

When using printers and copiers:



- wear a face mask;
- keep at least 1 meter 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.

11. ORGANIZATION – SHIFTS, TRAVELS AND WORKING FROM HOME

As the health situation improves and more and more people are vaccinated, remote work is progressively reduced. 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).

Trips to Italian destinations can be made as long as national travel is allowed according to the pandemic situation.

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. Make sure you are able to provide information on your vaccination status.

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

12. MOVING WITHIN BUILDINGS, MEETINGS, INTERNAL EVENTS, TRAINING

When moving within University buildings and between different University locations, follow the access guidelines.



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 measures to avoid overcrowding. If one of the participants addresses the audience without a face mask, the minimum distance must be 2 meters.

The participants are 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 measures included in 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 the specific guidelines.

Staff training can still take place remotely, but in-person or blended training courses should be preferred to facilitate vulnerable people and those who have difficulty in traveling because of the health situation. In-person training takes place in compliance with provisions in place for teaching activities.

13. 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. 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 close contacts will be traced. They 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 accompanying persons can be invited to leave the University and self-isolate at home until an epidemiological survey has been completed. University staff can work from home, where that is possible.

The University collaborates with health authorities to track any other close contacts, in order to take appropriate quarantine measures.

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.

14.COVID-19 CONFIRMED AND SUSPECTED CASES

To comply with the protocol, anyone who visited UniTrento premises and:

- has had close contact with someone with Covid-19;
- has started a quarantine or home isolation period;
- 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 Covid-19 contact person will implement the measures. In compliance with the ministerial provisions mentioned above, the areas or rooms visited by individuals with Covid-19 will be sanitized. The premises must be closed to the public before they are sanitized.

15. HEALTH SURVEILLANCE AND COMPETENT DOCTOR

A health surveillance plan is in place (with periodic visits on request of the employees, and 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, employees must obtain and submit a certificate stating that they tested negative for Covid-19 from the local prevention and protection service or their doctor.

Employees are required to send the certificate to the competent doctor (medico.competente@unitn.it) together with their phone number, and will be contacted.

From 1 August 2021, vulnerable individuals (due to underlying conditions or pregnancy) can contact their doctor to certify their condition (in compliance with privacy regulations) to be notified to the Human Resources and Organization Directorate.

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



16. USEFUL CONTACTS

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

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 toll-free number: **800 867 388**

Provincial Health Care Services - Prevention Department:

dipartimentoprevenzione@apss.tn.it

Provincial Health Care Services - Prevention Department - UOPSAL:

sportellouopsal@apss.tn.it