

Padua, Italy  
March 12, 2020

Operating instructions following the letter sent on March 12, 2020

The Prime Minister's Directive no. 2/2020, clarifies that the measures adopted for the entire national territory with the Prime Ministerial Decree of March 11, 2020 are aimed at *"reducing the presence of public employees in offices and avoiding their movement; however, this must not affect the performance of administrative activities in public offices. The administrations, within the sphere of their institutional competences, will carry out all functional activities using members of the emergency management team and those who activities are not possible to propone with reference to the internal users (for example: payment of salaries, logistical activities necessary for the opening and functionality of premises) as well as external users.*

*Regularly held administration activities are to be carrying out with the use of flexible work options to limiting the number persons present per office in situations where physical presence is required for the performance of the aforementioned activities. This can be implemented with the adoption of employee rotation while ensuring the minimum number of persons present per office or space, giving priority to the presence of personnel with managerial qualifications according to their coordination role.*

*While adopting the need to reduce the presence of civil servants present per office or space and to avoid movement, for specific activities which, due to their nature, are not subject to flexible work options, the administration must adopt alternative tools such as, for example, the rotation of personnel, the use of institutional leave, implementing banking hours or similar institutions, as well as previous holiday hours in compliance with the discipline defined by the national collective bargaining agreement."*

In accordance to the Prime Minister's Directive no.2/2020, the University fulfils its responsibility with the Rector's communication sent on the morning of March 12, 2020 with the following operational lines.

## **1. EDUCATIONAL ACTIVITIES**

### **a) ON GOING EDUCATION ACTIVITIES**

#### **- LESSONS**

All in-class lessons are hereby suspended until April 3, 2020. A substitute of all lessons will be exclusively held via alternative means of electronic communication, these lessons including undergraduate, graduate, master, and doctorate course. Since it is not possible to provide any type of training activity in person, practical exercises, workshops, etc. are also suspended.

The lessons can be delivered electronically, both from workstations within the university structures and from other locations.

#### **-CFU LABORATORY COURSES / EXERCISES**

All laboratory exercises, where possible, must be carried out electronically. If it is not possible to carry out the exercises electronically they will be reschedule for after April 3, while taking into account reduced number of hours provided. Exercises can be performed electronically, both from workstations within the University structures and other locations.

### **-CFU WORKING HOURS / LABORATORY**

In the event that it is not possible to provide the hours of practice / laboratory done electronically and / or in the presence of students, all the required CFU will be acknowledged.

Teachers will grant hours foreseen in practice / laboratory (see didactic activity register filling) even if not carried out following the imposed rescheduling.

### **-SUPPLEMENTARY TEACHING**

Supplementary teaching can be provided exclusively online. It will be the responsibility of the teacher in charge of the course to verify and coordinate the actual development of the hours of supplementary teaching. The hours of supplementary teaching can be carried out in support activities for the teacher engaged in telematic teaching activities.

**Notwithstanding, activities are permitted in the presence of doctors in specialist training and trainees of the health professions.**

Previously provided communications:

- the lessons of the semester and quarterly courses will resume exclusively through alternative means of electronic communication, both in real-time or pre-registered on Monday, March 9, 2020.

Please note that ANVUR indicates that a lesson held in the classroom of 45 minutes corresponds to a lesson held in a video at half the scheduled time or approximately 20/25 minutes. (see the Glossary taken from ANVUR Guidelines DM n. 987/2016)

Access to courses electronically can be found directly through courses MOODLE platform or through the University MOODLE platform at [www.unipd.it/elearning](http://www.unipd.it/elearning)

For on-line educational support or department technical assistance, please contact:

[supporto.elearning@unipd.it](mailto:supporto.elearning@unipd.it)

### **b) INTERNSHIPS**

All traineeships within the health sector under consent and direction of individual departments. For internships scheduled abroad, please follow the instructions provided at the specific University reference office

### **c) International movement**

In regards to the mobility for study and internship abroad under the Erasmus program, **new outgoing or incoming mobility in our country is hereby prohibited**. This prohibition was established by the National Erasmus Agency under the 2/2020 notification of March 11, 2020 (<http://www.erasmusplus.it/tag/coronavirus>) and remains valid until the end of the Prime Ministerial Decree March 8, 2020 of April 3, 2020. The indication provided **also includes the movement of any bilateral university agreements, therefore they too are hereby suspended**.

**Students and staff of foreign institutions, currently in Italy under the Erasmus + program or under bilateral university agreements, can return to their country of origin if they intend to do so, as required by the aforementioned Prime Minister's Decree. For return journeys it is recommended to take into consideration the indications provided by the**

Ministry of Foreign Affairs and International Cooperation (<http://www.viaggiare Sicuri.it/home>), given the limitations on travel and the elimination of numerous air connections from Italy.

For more information and assistance please contact

For outgoing study [erasmus@unipd.it](mailto:erasmus@unipd.it)

For incoming study [erasmus.incoming@unipd.it](mailto:erasmus.incoming@unipd.it)

For internships abroad [stage.estero@unipd.it](mailto:stage.estero@unipd.it)

#### **d) EXAMS**

Exams are hereby suspended until April 3, 2020. A substitute of all exams will be exclusively held via alternative means of electronic communication to ensure the identification of each candidate. Exams carried out via alternative means of electronic communication will replace exams that required in person presence. Teachers are invited give as many exams as possible, to ensure the completion of the exam sessions as well as to conduct the greatest possible number of exams, transforming exams from written to oral is authorized.

Exams that cannot be carry out electronically will be rescheduled for in-person exams at the end of the current suspension period. All operational information related specific exams are provided to students via email through the UNIWEB University platform. A tutorial for teacher to create exams electronically is available at [www.elearning.unipd.it/mot](http://www.elearning.unipd.it/mot)

#### **e) DEGREE DISSERTATIONS**

In person degree dissertations are hereby suspended until April 3, 2020. All three-year and master's final exams will exclusively take place through alternative means of electronic communication ensuring the same attribution are met to reach the qualification of the standard graduation requirements.

The delivery of diplomas with a public ceremony will be scheduled on a later date, it being understood that the graduation date will announced later. Should the final exams and degree dissertations take place at separate times both activities will be carried out electronically.

It is important to note that the goal of the University is to ensure the completion of each students study path within the scheduled times, therefore in addition to recalculating the graduation sessions, the rules for the use of laboratories and libraries by undergraduates are explained below.

#### **f) STUDY ROOMS**

All University study rooms will remain closed until April 3, 2020.

#### **g) LIBRARIES AND STUDENT SERVICES**

Access to the libraries are limited to educational research and consultation activities by University employee such as faculties, researchers, technicians, administrative staff, PhD students, Post Docs, Fellows, and medical specializations.

Workstations for conducting exams electronically will be available inside University libraries

Library services are also accessible online at <http://bibliotecadigitale.cab.unipd.it/news/coronavirus-biblioteche-sba-aperte-online>

Please use the above link to search for libraries with access to other services specifying their

maximum number of users.

## 2. VACTION AND FLEXIBLE WORKING

### a) **Vacation and MOI**

By request we explain with more detail the indications of point 5 of the application of the "New Prime Ministerial Decree of March 11, 2020."

- **Staff with positive MOI that, added to previous holidays, exceeds 50 days.** Mandatory holidays must be arranged unless the top manager of the structure (Director, Manager, President) expressly declares, through communication (via email address: [assenze.pta@unipd.it](mailto:assenze.pta@unipd.it)) that said staff must carry out non-replaceable activities specified the nature of their work and declaring that they fall within the essential services as explained in the above.

- Staff with positive MOI who, added to previous holidays, exceed 32 days. The manager of the facility will arrange the holidays or mandatory make-up days in the event that the type of work or the decrease in activities make it impossible to assign flexible work options.

- **The remaining staff**, if not engaged in activities indifferent of their physical presence, will be placed in flexible work, provided they have the necessary equipment. If not, such persons engaged in activities indifferent to their physical presence will be placed on vacation. In this case, the possibility of remaining in service until August will be given.

Managers are asked to supervise the application of such provisions.

**These indications do not apply to healthcare personnel (staff in agreement) for whom service needs are agreed with the reference healthcare company.**

### b) **Tools for flexible work options**

#### - **ZOOM platform**

To facilitate the performance of work activities while maintaining contact between colleagues, it is possible to use the zoom platform (<https://unipd.zoom.us/>).

This way you can be contacted with your colleagues and you can exchange information quickly without resorting to e-mails.

The use of the Zoom system (via an internet browser, application installed on a PC and on an APP) allows you to manage audio, audio-video, as well as chat calls between various University personal.

The Zoom platform can also be used to connect with internal and external users regardless if they have installed the software by using the browser (Chrome preferably).

The zoom tutorials can be found at <http://elearning.unipd.it/mot>, and for any requests for support from the staff working in the University, in addition to the IT reference of the structures, it is possible, in the second instance, to write to [supporto.elearning@unipd.it](mailto:supporto.elearning@unipd.it)

Please note that the training on the platform is provided online and that you can find the instructions for use and information on the online courses at the following link <https://elearning.unipd.it/dlm/mod/page/view.php?id=3220>

#### -**Call forwarding**

Remember that in case you initiate your flexible work option please remember to set the call forwarding option on your office extension. To manage the deviation of the current

internal institutional telephone numbers, it is possible to follow the following instructions from the telephone (valid for all models present in the University):

- detour activation: # 919 followed by the 0 (zero) key followed by n. Mobile / n. external deviation;
- diversion deactivation: # 119

#### **-Training**

It should be noted that the training activity can be performed through flexible work regimes and that we recommend using the training courses already available online.

### **3. OTHER CONSIDERATIONS**

#### **CONCORSI**

Public competitions (*concorsi*) in regards to the current difficult situation derived from the containment measures, assistance and support to the already active *concorsi* activated are ensured, while the issuing of new *concorsi* notifications may be delayed, except for those in the medical area.

#### **INTERNAL DEADLINES**

The internal deadlines (World Class Research Infrastructure, adjustment of the three-year plans, the educational strategic project, the performance cycle) will be rescheduled as soon as the containment measures of the COVID 19 virus are completed.

#### **MISSIONS**

In line with the provisions of the Civil Service Directive no. 2/2020, until the cessation date of the epidemiological state of emergency from COVID-19, new service trips or missions, of all manner, will not be carried out or authorized, in Italy or abroad, unless otherwise assessed regarding the indispensability or indifference of the single mission by the structure managers.

#### **PAYMENT TIMES**

Also in consideration of the difficult economic situation experienced by small and medium-sized companies, a compliance with payment times of suppliers of works, goods, and services are required by law.