

Measures to prevent and contain the spread of SARS-CoV-2 to recommence in-person teaching- phase 3

The University of Padua is preparing to recommence in-person teaching activities for the first semester of the 2020-2021 academic year. The preparations are in compliance with the indications given by Italian health authorities and are in line with indications by Italian Ministers, in the manner provided for by the CRUI, as well as with internal protocols aimed at containing and preventing the spread of the SARS-CoV-2 virus. The aforementioned rules will remain in force as long as restrictive measures related to the health emergency persist and may be subject to changes as needed concerning the evolution of epidemiological conditions and in compliance with the requirements provided at the national and / or local level as advised by the competent authorities.

Please note that the University Academic Senate and its Board of Directors approved the "Phase 3 Guidelines for Teaching during the Coronavirus". As such, lessons will be held using various teaching methods including those within University classrooms, as well as distance learning.

Laboratory activities, exercises, and experiential activities will continue in person for all students to the extent that it is possible, arranging adequate guidelines related to logistics and rotation sessions to ensure compliance with social distancing. To guarantee these results, the University is working to adapt the current technological structures of both classrooms and laboratories with new teaching methods and training courses dedicated to teachers for the development of innovative and high quality teaching using alternative forms of electronic communication.

In addition to the document mentioned above, below please find the operational safety instructions for students returning to in-person classes.

General Guidelines

Classroom Preparations

Classrooms have been set up following the Annex 18 DPCM 07 August 2020 provisions: "Guidelines concerning the recommencement of activities at higher education institutions for the 2020-2021 academic year."

In particular, classroom layouts will be reorganised using alternating "checkerboard" positioning that ensures the spacing of at least 1 meter (with a margin of +/- 10%) from each individual. Consequently, reserved spacing for all seating must not be less than 90 cm. Please note that wearing a mask is always mandatory.

Access to buildings, common areas, and circulation patterns

Information and clearly marked signage has been provided for to each University structure in the **prevention of gatherings at entrances and exits**, as well as to ensure a continual flow of people internally.

Hygienic measures and required behaviours are as follows:

- "Sanitation measures to contain the spread of the Coronavirus"
- "How to wash your hands with soap and water."
- "How to wash your hands with alcohol based sanitizers." – signage related to entrances and exits
- Circulation patterns for classrooms and educational laboratories (use of arrows)
- Locations permitted for individual classrooms / laboratories and those that are prohibited
- How to maintain interpersonal distancing: "*Wait here, keep your distance*" and prohibition signage
- Ban on the use of coat hangers
- Limitations on the use of lifts/elevators

- Breakroom and refreshment area use

To communicate the precautions and behaviours in teaching spaces, an explanatory video was created (both in Italian and English) which clearly and comprehensively explains the instructions hereby described. The aforementioned measures, along with the scheduling of lessons, or subsequent delays, as well as the organization of space for adequate cleaning activities, allows for the safe management of "the return of in-class teaching."

Classroom and Educational Laboratory use

There are many types of University classrooms, including locations in historic buildings with "fixed seating" that cannot be modified. There are only in a few cases where individual workstations can be placed at predefined distances.

To use university classrooms effectively please adhere to the following:

- all students must wear a mask while frequenting educational facilities. During lessons, teachers are **not required to wear masks** if they maintain a distance of **at least 2 meters** from the closest student. Teachers must adhere to a **minimum of 2 meters from the closest student** while standing or sitting and must limit the need to move chairs during lessons.
- prevent gatherings, particular during the start and at the conclusion of class/laboratory sessions
- access to frequent hand washing options
- clearly marked "seats/sitting allowed" signage that ensures social distancing
- after each lesson teachers must open windows to ensure adequate air ventilation, while incoming teachers will be responsible for closing windows, when applicable

Also specifying:

- When possible, teachers should use **personal devices** such as computers, computer mice, laser pointers, etc. Teachers using **shared devices or equipment** supplied by the University **must sanitize them with cleaning products after each use**. Cleaning products are available in each classroom/laboratory (wipes and sanitizer) all waste must be disposed of in the dedicated trash or unsorted waste containers.
- The University has equipped each teaching space with **directional microphones** and **protective microphone covers** that teachers. Teachers must dispose of the protective covers in the dedicated waste containers or unsorted waste.
- Teachers must **take in classroom attendance** using the provided University attendance system. The attendance list **remains on file for at least 14 days**. Teachers who choose not to use the University attendance system must take attendance **manually** under the agreed instruction by each academic structure (Department).
- While conducting lessons, or exercises in class and/or during educational laboratory sessions, teachers are entrusted to comply with the measures provided for under the *Protocols for the control and containment of SARS-CoV-2*. Each student entering and accessing such areas must take a level of personal **co-responsibility** by agreeing to respect the University's "**Seven rules for a safe return to university classrooms**." The operating procedure described below notes that if a **teacher detects any form of non-compliant behaviour**, such as attending classes students are not registered for, not adhering to mask regulations, etc., teachers must enforce the aforementioned rules with a **warning**, if the warning is not respected the student will be asked to **leave the classroom/laboratory**.
- If **symptoms arise** in a student during a teaching activity, the student will be **asked to leave** the classroom/laboratory and to return home. Students should then contact their doctor as is advised by the measures and provisions adopted by the Italian Health Authority. Teachers will remind students that they may continue following lessons remotely.

Teachers must also adopt the following when applicable:

- to avoid crowding when exiting the classrooms/laboratories, students closest to the exit door should leave first, all other students must remain seated until students in the row behind them have exited
- If the class takes any form of pause or break during a lesson, the procedures for entry and exit must be repeated, noting that each student must sit in the same seat they previously occupied.

Teachers in self-quarantine

If a teacher is in self-quarantine, but **has NOT confirmed a positive result for the SARS-CoV-2 virus**, they may continue conducting lessons remotely from home.

If a teacher is in self-quarantine, and a **positive test for the SARS-CoV-2 virus is confirmed**, the teacher is automatically put on sick leave and both in class as well as remotely held lessons will cease.

Declaration of access and tracking of attendance at class

Upon enrolment in the 2020/2021 academic year, students were required to read and sign a University disclosure on the prevention and adherence to behavioural measures during the COVID 19 emergency.

Pursuant to the University's General Security Protocol for combating COVID, this signature is also valid as a declaration of access to classroom and educational laboratories.

In the event of a known or suspected issue, and in order to allow for rapid contact tracing and identification of all those within University classrooms, students will be tracked through the *OrariUnipd* app operated via the *Easy Badge* software system.

Students must use the *OrariUnipd* app.

The seven rules for safely returning to university classrooms

1. If you have symptoms of acute respiratory infections (fever, cough, cold), **DO NOT** come to the University
2. When you are in university common areas, classrooms, laboratories, etc., **always wear a mask**
3. Follow the directions displayed on **posted signs**
4. Specified **classrooms seating** arrangement are **clearly marked with signs** to avoid gatherings, especially while entering and/or exiting, as well as to maintain social distancing.
5. **Wash your hands frequently** or use the **sanitizing solution dispensers**, avoid touching your face and mask.
6. Use the ***OrariUnipd* app** provided by the University to **track your classroom attendance**
7. In order to facilitate the tracking and identification of both close and casual contacts, where suspected or confirmed cases of COVID-19 occur, you are strongly encouraged to download the **Immuni app**.

Specific Situational Guidelines

Written exams

While carrying out tests, as well as during previous and subsequent testing operations, members of the Commission must maintain a distance of 1 meter from each other and must wear surgical masks.

Those who physically administer and collect material from candidates must wear gloves; for all other operations, the Commission members must wash their hands using sanitizing solutions.

Document Corrections

Commission members must wear masks and gloves when making corrections to assignments within the 48 hours of the elapsed time of the documents submission. Otherwise, if assignments remain unsealed in an envelope for at least 48 hours, corrections can be made without wearing a mask or glove use.

Oral exams

Commissioner members must wear masks during the oral exam session. Candidates are not required to wear a mask but must maintain least 2 meters of space from the closest commission member.

Alternatively, candidates must wear a mask when using the blackboard or other devices that may be used in unforeseen circumstances. Disposable gloves are available to candidates; please dispose of all trash in the dedicated trash or unsorted waste containers.

Presence of Third Parties during exams

Since sessions are public, other candidates or guests may be present during exams.

To avoid gatherings, and when possible, interviews will take place in spacious classrooms, preferably in locations with separate entrances and exits. The Commission will ensure that all guests maintain a safe distance from each other during exams. Guests that are authorized to access the structure must:

- arrive with a mask on
- show their declaration of access to University facilities or present a signed copy of it electronically
- use sanitizing gel
- thoroughly follow the instructions of the Commission
- sit only in the indicated permitted locations

The execution of exams must comply with the safety regulations.

Approved by the Board of Directors and the Academic Senate, the "[Phase 3 Guidelines for Teaching during the Coronavirus](#)," validates a request for an electronic examination. Requests can be sent by local students, international students, students from outside the Veneto region who cannot travel to Padua, as well as for students suffering from medical pathologies (such as immunosuppressed conditions), or any student with heightened safety conditions.

Practical or laboratory tests

Practical tests that can only be carried out in the laboratory must comply with the Sars-Cov-2 virus control and containment safety regulations issued by the University as well as the rules provided for during practical tests/interviews as is described above when applicable.

Excursions and educational outings

It is possible to organize excursions and educational outings under adequate interventions that ensure the following general principles:

- social distancing
- avoid gatherings
- mask use
- space/equipment sanitation
- frequent hand washing

For all organized educational outings, teachers should **evaluate and define** the following aspects, when applicable:

- methods of accessing specific areas/facilities/locations that guarantee the avoidance of gatherings and to ensure compliance with social distancing (for example; dividing groups into subgroups, organizing shifts during activities); preplanned methods of equipment and material storage by the group or by individual participants
- methods that guarantee that any shared equipment or materials are clean and sanitized
- preplanned cautions or rules to be adopted for the use of additional spaces (classrooms, laboratories, warehouses, services, etc.) that are offsite or away from University property

Regarding the use **public or private transport services** (bus, train, etc.), teachers must check in advance what the specific measures adopted by the chosen service are (i.e. vehicle capacity, use of masks, and other

indications or limitations that the transport service companies must adopt to ensure the accordance of guidelines of passenger transportation issued by competent authorities.)

Please note that the **attendance list of all participants** (teachers, students, staff, etc.) will be kept on file for at least 14 days.

Graduation Ceremonies

Fall graduations ceremonies may be held in-person provided that all safety protocols are respected. Specific procedures for organizing graduation ceremonies and the maximum number of participants must be predefined by each educational structure. Each educational structure must comply with the organizational prevention and protection measures provided for in the "**Phase 3 Guidelines for Teaching during the Coronavirus**," which was approved by the Board of Directors and the Academic Senate. When applicable, specified indications are available in this document under, "Presence of Third Parties."

It is also recommended:

- to keep the attendance lists of all those present (including relatives of undergraduates) for at least 14 days
- Avoid the use of Commission Graduation Robes, unless an individual member wears their personal robe, or if robes have been washed under the relevant instructions given by the Ministry of Health and the Higher Institute of Health (washed with water and detergents or professionally dry cleaned)

As indicated in the "**Phase 3 Guidelines for Teaching during the Coronavirus**", approved by the Board of Directors and the Academic Senate, **Graduation ceremonies** must offered electronically upon justified request. Requests can be sent by local students, international students, students from outside the Veneto region who cannot travel to Padua, as well as for students suffering from medical pathologies (such as immunosuppressed conditions), or any student with heightened safety conditions.