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PROTOCOLS For the control and containment of SARS-CoV-2

3rd UPDATE

approved by the Rector's Decree
rep. no. 2359/2020 on July 14, 2020
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rep. no. 3158/202 on October 26, 2020

This document replaces the former version

Managing the COVID-19 emergency

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Protocols for the control and containment of SARS-CoV-2

approved by the Rector's Decree
rep. no. 3515/2020 on
October 26, 2020

Introduction

This document is the third update to the Protocol for the prevention of SARS-CoV-2 infection approved on April 29, 2020. This update takes into account the provisions specifically stated for the University in the DPCM of October 24, 2020.

All the procedures provided herein are updated in accordance with national and regional regulations and are to be followed in the University's facilities to preserve the health of employees and to contain the risk of SARS-CoV-2 infection in compliance with the principles of precaution, proportionality, and fairness through the health and safety of the working environment and work methods.

Note that the primary and most effective safety measure is the continuous and careful practice of responsible personal behavior, as describe below:

- proper personal hygiene practices and social distancing;
- correct use of personal protective equipment (PPE);
- maintaining a clean and hygienic work environment (including personal activities).

The base of the following Protocols come from the considerations and methods specified by the National Institute for Insurance Against Workplace Accidents (INAIL) as is stated in the “Technical Document on possible modifications of measures to prevent and contain the spread of SARS-CoV-2 in the workplace (*Documento tecnico sulla possibile rimodulazione delle misure di contenimento del contagio da SARS-CoV-2 nei luoghi di lavoro e strategia di prevenzione*).”

Basic procedures have been implemented by each University building as part of the actions provided for in this Protocol. Ad hoc regulation are defined in greater detail as application methods related to specific logistical and organizational characteristics of each building are specified. Such procedures are available at www.unipd.it/rimodulazione-misure-contenimento-contagio.

The provisions described herein apply to anyone who has access to University buildings, including employees of third parties whose workplace and/or activity is at the University.

Specific conditions are in place for students to access classrooms and educational laboratories.

Personnel affiliated with the Regional Health Service, should follow the provisions established by local Health Departments and the appropriate operating units of reference.

General Measures

Access to University facilities

University buildings will enforce a limited number of persons per entrance.

Entrances and exits must ensure physical distancing of at least 1 meter as to avoid any form of crowding. Visual indicators must be used to ensure precise flow of entry and exit routes in large buildings.

All those entering University buildings must wear the required PPE and show a prefilled self-certification (for personnel, [see attachment A](#)). All other self-certification forms are kept on file for a minimum of 14 days.

University Personnel can access the self-certification form from the University IT portal system (SIT *Servizi Informatici e Telematici*). Completed self-certification forms must be printed or shown digitally before entering any University building. Self-certification forms are stored on the University database.

Students can access the self-certification form from the Uniweb platform. Completed self-certification forms must be printed or shown digitally before entering any University building. Self-certification forms are stored on the University database.

All others must fill out a self-certification form made available at the entrance of each University building or by booking their visit in advance from the dedicated software program such as that available to access University Libraries. Self-certification form for such users remain are stores for a minimum of 14 days.

Suppliers can access University buildings (see [Att. B](#)) by following the procedures declared under [Protocol no. 200602 of April 29, 2020](#). Those entering University buildings to conduct manual work and maintenance must comply with the Prime Minister's Decree ([DPCM](#)) dated [April 26, 2020](#) (see Att. 13).

To minimize the number of persons inside buildings and to ensure that reception services are able to carry out activities for the public, each building must provide direct access from outside the building.

Please note the measures set forth by the Decree of the Italian Ministry of Health must be respected, see the following link www.unipd.it/nuovo-coronavirus:

- anyone with a fever (temperature over 37.5 °), a cough, breathing difficulties or other symptoms such as muscle or body aches, loss of taste or smell must stay at home and immediately contact their general practitioner (or the Continuity Assistance Service) or, in case of serious symptoms call the medical emergency number 118;
- those who have been in contact with someone that has tested positive for the SARS-CoV-2 Virus in the last 14 days are prohibited from entering University buildings;
- the legal regulations, as well as all precautionary and preventive measures dictated by State Authorities, as well as that which has been prepared by the University must be fully observed;
- any and all further measures and rules adopted by specific buildings must be fully observed;
- please contact the toll-free number 800 462 340 or the public access number 1500 for more information or questions related to the COVID-19 emergency.



Information

Through numerous and varied appropriate methods, the University has informed all employees, as well as those who have access to University buildings, about the provisions put into place by State Authorities by posting leaflets and visual guides on personal behavioral procedures at each entrance in the fight against COVID-19, see the following link www.unipd.it/nuovo-coronavirus.

In addition, the University publishes and displays a weekly declaration of confirmed positive case collected by the health authorities in all locations where sanitization procedures are performed.

Internal movement, meeting, seminars, and events

All in person events, conference, and meetings are hereby suspended, with the exception of those held remotely. Other initiatives such as **inaugurations and anniversary celebrations are hereby suspended** and postponed.

All other public ceremonies must be held in compliance with current protocols and guidelines under the conditions specified to limit the number of persons present.

Meeting, business engagements and seminars must be held remotely, exception are strictly given for justifiable reasons. Meetings of the collegial bodies may be held in person or remotely.

Exceptions to remotely held meetings must adhere to the following:

- Comply and guarantee adequate social distancing measures of 1 meter per person (classrooms must use the chessboard method of assigned seating).
- Masks must be worn throughout the meeting
- A list of those present must be held on file for a minimum of 14 days.

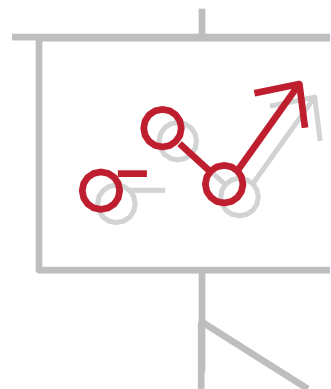
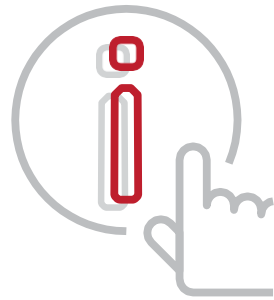
Movement from one building to another should be limited to necessity, while upholding all compliance measures specified by each building. It is recommended that, including staff on duty, that a “First aid and fire emergency” worker remain on site during each activity.

Teaching

The resumption of teaching activities for the academic year 2020/2021 is regulated according to the "Guidelines for Phase 3 of teaching in times of Coronavirus" and "Measures to prevent and contain the spread of SARS-CoV-2 to recommence in-person teaching-Phase 3", available at the link <https://www.unipd.it/coronavirus-updates>

Specific rules required to hold in-person activities, such as specific study course exercises not included in the documents referred to above, are subject to the guidelines available at the following link www.unipd.it/coronavirus.phase3.pdf

Classrooms must be prepared in accordance with the provisions of the Decree of the



President of the Council of Ministers of October 24, 2020 (see Att. 18).

Each classroom layout must use assigned seating in an alternating "chessboard" arrangement, ensuring social distancing of least 1 meter from each student, with a margin of +/- 10%. Consequently, the central position must be positioned at a distance of more than 90 cm of each assigned seat.

All educational building have been evaluated to ensure that the flow of traffic at each entry and exit route prevents gatherings by posting specific and dedicated informational signage.

In order to allow rapid identification of contacts within University classrooms and in the event of any critical issues regarding courses, students attendance will be traced through the *OrariUnipd* App connected with the EasyBadge software. The app allows tracking of in classroom attendance and assigned seating location of each student. Students must register for the App while teachers are required to send the attendance sheet at the beginning of each lesson.

The guidelines indicated above include written and oral emanations, graduation sessions, paper corrections, managing the presence of third parties during tests, laboratory tests, as well as for excursions and educational outings.

Students adhere wearing a mask while inside buildings and classrooms, as well as in the outdoor spaces that connect the university buildings. Teachers are not required to wear a mask during the lesson, if they maintain social distancing of at least two meters from any student.

Windows must be opened between lessons for ventilation purposes.

Classrooms are cleaned and disinfected daily. The teaching station in all classrooms are equipped with disinfection solution for desks, chairs, shared use devices and equipment

During the first weeks of lessons, a custodian will be assigned to educational structures with a high level of occupancy and for those with particular logistical problems, to control the inflow and outflow of students and ensuring the compliance with all rules of conduct.

Cleaning

The University ensures the daily cleaning of all premises, areas, workplaces, and common spaces in accordance with the provisions of the "Operating instructions for health protection in non-health related workplaces" by the Italian National Institute of Health (ISS) and the Veneto Region.

In the event that a person has tested positive for COVID-19 and has been on University premises, the provisions of circular no. 5443 of February 22, 2020 set by the Italian Ministry of Health will apply.

Such interventions must be requested by the Building Manager to the Office of Goods and Services Management via mail or by requesting a ticket voucher, or by calling +39 049 827 3751 / 3985.

The cleanliness of all rooms and the maintenance of all facilities is ensured by the central or structural offices that manage their respective contracts.

Periodic natural ventilation is recommended in indoor spaces.

Personal protective measures

Strict compliance with the prescribed personal hygiene precautions is mandatory.

Frequent hand washing with soap and water or alcohol-based hand sanitizer is highly recommended.

The University guarantees access to premises that host sinks equipped with running water, soap, and drying methods, ensuring compliance with the guide to personal hygiene measures set by the Italian Ministry of Health and the Higher Institute of Health.

Procedures for proper hand washing and drying are made available at the following link www.unipd.it/nuovo-coronavirus and must be visibly posted inside every workplace and inside every restroom.

Alcohol-based hand sanitizers (with at least 70% alcohol) must be available to all employees and can be requested to the Office of Goods and Services Management.

Hand soap must be accessible to everyone through specific, visible, and recognizable dispensers.



Physical distancing

Except for specific and reasonable circumstance, the physical distance of at least 1 meter must be guaranteed and observed.

Any gathering and crowding of persons within the workplace and relevant common areas is prohibited.

The organization and articulation of work must be redefined in compliance with physical distancing. This can be accomplished by reducing the number of persons simultaneously present in the workplace and through flexibility of schedules, to limit the number of persons congregating at entrances and exits at any one time.

To ensure physical distancing, organizational measures for the remodeling or retrofitting of office space and workstations must be put into place. The use of elevators is not recommended.



Personal Protective Equipment (PPE)

In workplace location where people are to stay in the same room and in common areas, regardless of physical distancing, wearing surgical masks is mandatory and will be made available by the University. It is also compulsory to wear disposable gloves for activities that deem it necessary and that specify it as so in advance.

Those who are responsible for or those who supervise teaching and research in laboratories must provide the necessary support to check the compliance with all hygiene and employees' behavior rules.



Management of common spaces and congregate settings

Access to common areas, snack bars, food and beverage vending machines, and changing rooms must be reduced to the necessary and restricted to a limited number of persons at a time as to ensure physical distancing of at least 1 meter. Frequent ventilation of such areas must be guaranteed along with access on a rotating basis, little time allowed in the area and use of disposable masks.

Before and after the use of vending machines, the use of hand sanitizers is mandatory.

Selection menus on vending machines, door handles, handrails, and access doors to buildings are guaranteed to be cleaned daily with the use of special detergents.

Even in common spaces within restrooms the distance of 1 meter must be adhered to and surgical masks must be worn.

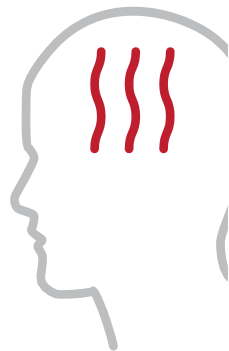


Health surveillance

a. Preventative measures

An active health surveillance service dedicated to the prevention of the virus is set up for staff who carry out activities in classrooms, in educational laboratories, and in offices open to the public. This service takes the form of two important voluntary actions, especially for staff working in classrooms and with the public:

- making the flu vaccine available through the regional health service
- the administration of anti-COVID saliva test every three-weeks in a twenty-one day period. This initiative provides for the self-administration home test and 8 various collection points located within University offices (6 in Padua, 1 in Vicenza and 1 in Legnaro). Results are sent to each individual. In the event of a positive outcome, results are also sent to the University's Preventive Medicine Service under the obligation required by law and those referred to in point b) below.



b. Communicating with the health authorities of a confirm case:

In the workplace. Should a confirmed COVID-19 case occur in the workplace, the University will follow the procedures to contain the epidemic. The Preventive Medicine Services and the University building of where the confirmed case frequents must collaborate with the Health Authorities to define and track any close contacts. In accordance with the provisions set out in the "Operating procedure for the management of the health emergency in the case of personnel or students who have contracted the infection from Sars-Cov-2 ", Prot. No. 429201 of October 26, 2020 (www.unipd.it/coronavirusprotocollo-contrasto-contrasto) in the **General Protocols for Operational Measures**.

The treatment of close contacts are defined by the health protocol of the regional health system.

c. Measure for when symptoms begin to manifest while working in University structures:

In the event that a person on University property is in need of help, first aid workers must wear PPE immediately (as per instructions in the next section), and have the person in need of assistance wearing a surgical mask (if they are not already wearing it).



A call must then be placed to 118 and all other persons and employees on site are to be removed from the premises. Immediately following such an occurrence, the Preventive Medicine Service must be contacted.

The University has provided first aid workers with PPE kits (FFP2 masks, protective glasses, and disposable gloves) that are to be used in case of first aid interventions that include the possibility of biological contamination. The University has also established a procedure (*Istruzione Operativa: DPI per Addetti al Primo Soccorso*) instructing for the correct use of Personal Protective Equipment – PPE. The procedure is made available at www.unipd.it/nuovo-coronavirus.

The University will follow the procedures in place for the containment of the epidemic should a case of a person testing positive for COVID-19 be found within its facilities.

The University has prepared an operating procedure for the management of the health emergency in case of personnel infected with the virus (“*Procedura operativa per la gestione dell'emergenza sanitaria in caso di personale che abbia contratto il contagio*”), which is made available at www.unipd.it/circolari-coronavirus.

The Preventive Medicine Service and the Facility where the person who has tested positive for COVID-19 was found must collaborate with the Health Authorities to define with whom they have been in “close contact” with. During such investigation, the University may ask close contacts to leave the building as a precaution, as indicated by the Health Authority.

Complying with the measures

The managers, supervisors, and those responsible for laboratories are entrusted with the task of ensuring compliance with the requirements in accordance with the provisions of the general safety regulations. Please consult the Management **System for Health and Safety at Work** document for more details regarding level of management and responsibility.

Failure to comply with the health security measures constitutes a disciplinary offense in the same way as the provisions of the employee code of conduct.

The student's failure to comply with the health security measures constitutes an offense punishable under the student career regulation.



Attachments

- **Self-certification for access to University buildings (Attachment A)**
In the SIT section of the University's website, an on-line procedure to fill in the Self-certification to access University Buildings is available to all staff members. It is recommended that all staff members use this procedure, as it allows the director of the facility to monitor the number of access requests. The on-line procedure also allows the self-certification to be made only once. Upon access to the buildings staff members may be required to show the self-certification. It is therefore recommended they save or print the pdf file produced at the end of the procedure and take it with them.
- **Self-certification for suppliers' access to University buildings (Attachment B)**
- **Personal protective measures against coronavirus (Attachment 1)**
- **How to wash hands with soap and water (Attachment 1)**
- **How to rub hands with hand sanitizer (Attachment 1)**

Specific Measures

Libraries

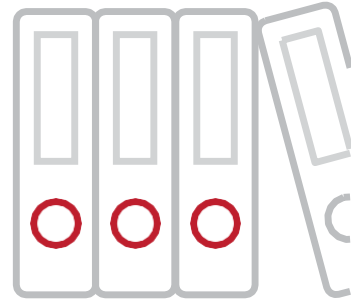
The library premises must always be occupied in compliance with the security measures set forth by the University's document "Protocol for the Control and Containment of SARS-CoV-2".

Access to libraries for study activities and consultation of texts must be made by on-line booking on the Affluences App in order to guarantee social distancing measures. **Self-certification** to access University buildings is also mandatory for accessing libraries. Information on opening hours and procedures for each library is available on the libraries' websites.

The request for and return of books without the need to physically access the premises will continue to take place electronically.

The University will provide PPE and other specific equipment based on the activities of each library, including: disposable gloves, which must be worn throughout the period spent in the library spaces, protective barriers for counters, without prejudice to the need for sufficient ventilation of the premises.

Books that have been returned are stored in special and separated areas for a period of 48 hours before being made available again for consultation and lending.



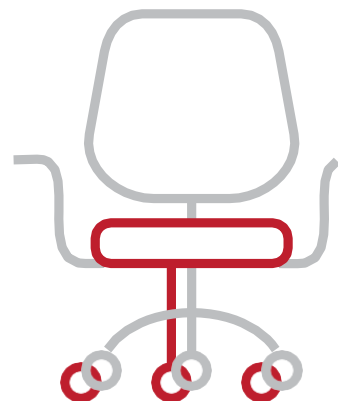
Offices accessible by the public

Offices with counters open to the public must follow the guidelines of the Veneto Region, insofar as they are compatible.

Those working in area open to the public must maintain all safety measures indicated in this document. Social distancing of workings and users of such office must maintain at least 1 meter from other and wear a mask at all times.

The University has installed protective barriers for counters with sufficient ventilation. Disposable visors and gloves will be available to staff when handling paper forms. All other operational staff and users must disinfect their hands with the sanitizing solutions presented.

For the back office activities with branches open to the public, please see the regulations listed under Offices and private offices.



Offices and workspaces

Physical distancing of at least 1 meter must always be guaranteed and observed, disposable masks must always be worn when more than one person is present in an office. All forms of gathering are to be avoided.

Maintain good hand hygiene with soap and water or hand sanitizer before and after using shared equipment (printers, shared workstations, paper or shared stationery material) is highly recommended.

Access to other offices must be reduced to essential workers and communication via telephone or through other form of electronic communication is preferred. The reception services of the public and front office activities (where necessary) must be carried out as much as possible through online booking.

Organizing and limited number of appointments on each premises must allow for easy access from the outside and provide, where possible, the installation of dividing barriers.

Study rooms

Study rooms can be used under the following conditions:

- the number of seats must be limited so that the seats are at least 1 meter apart;
- the study rooms must have windows to allow frequent ventilation;
- the study rooms must be equipped with devices with hand sanitizer which are to be used when entering the room;
- different routes to enter and exit the study rooms must be ensured;
- the study rooms must be equipped with special signs, information on personal hygiene and behavior measures;
- periodic inspection services must be provided;
- access to the classroom is allowed upon demonstration of having read the "Sars-CoV-2 virus control and containment protocol", available on the University website at www.unipd.it/coronavirus-comunicazione-rettore using the function
- *"Il mio badge"* of the myUnipd student app allows students to make use of a personal device or print the self-certification found in Uniweb \ Didactics \ Self-certifications;
- students must fill in and sign the self-certification to access University buildings and show it each time they enter the study room, and must fill in the Study Room Attendance Register (information must be kept for at least 30 days from the date of attendance).

Mask must be worn at all times while inside study rooms, and any activity other than studying is forbidden.

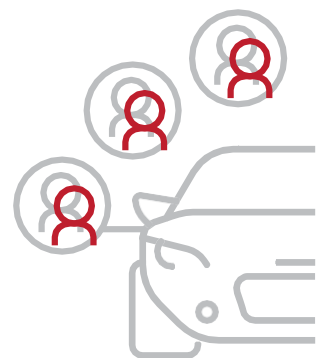
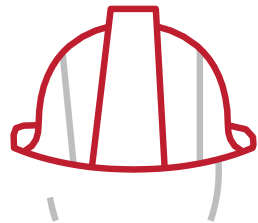
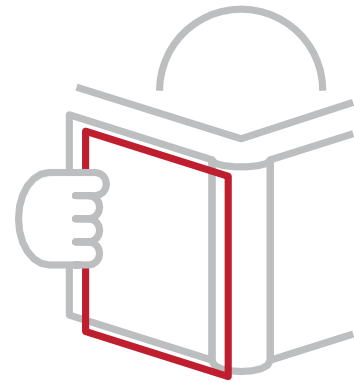
On-site inspections

Inspections may be needed for construction site and contract service verification, and IT assistance. Physical distancing must be observed, disposable mask and gloves must be used (where necessary), including higher protection PPE when specific activities are to be carried out.

Sharing cars

When using the company car, the following ISS guidelines must apply. In particular:

- always wash your hands after driving or being inside a vehicle and do not touch your eyes, nose, and mouth;
- the use of masks is not necessary when travelling alone, but it becomes necessary when travelling with other people;
- clean all surfaces that may have been touched by other people with alcohol-based products;
- have the air conditioner filters checked periodically.



Laboratories and workshops

Physical distancing of at least 1 meter must always be guaranteed and observed, disposable masks must be worn, and all forms of gathering are to be avoided.

The reopening of laboratories aims at allowing research activities to be carried out by teachers, researchers, scholarship holders, PhD students, research fellows, postgraduate students, contractors, graduates, trainees and students working on their thesis, provided that the basic procedures indicated in the document, *"Documento tecnico sulla possibile rimodulazione delle misure di contenimento del contagio da SARS-CoV-2 nei luoghi di lavoro e strategia di prevenzione."* (Technical document on the possible remodulation of the measures to contain the spread of SARS-CoV-2 in the workplace and prevention strategies) published by the National Institute for Insurance Against Workplace Accidents (INAIL) have been adopted by each University building, as part of the actions provided for in this Protocol, through ad hoc regulation that defines the application methods in greater detail in relation to the specific logistical and organizational characteristics of each building.

Frequent acts of ventilation of the premises is required.

At the end of the working day, all surfaces of counters and desks must be cleaned and disinfected with a solution of 70% ethanol. All paper or similar items that may cover a space must be removed from the work surface.

Disinfections with a solution of 70% ethanol must be used on surfaces subject to repeated and continuous contacts such as handles of doors, windows, refrigerators, incubators, external glass of the hoods, eyepieces of the microscopes, instrument keyboards, computer keyboards and computer mice. COVID-19 "anti-contagion" devices can be replaced by higher protection PPE for specific activities.

Access to the changing rooms is contingent upon the continuous ventilation of the premises while maintaining required physical distance of 1 meter.

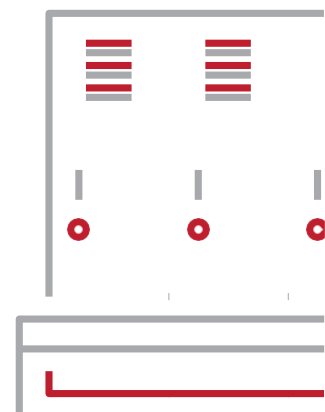
Agronomic Activities Agricultural Agency, the Agripolis Campus and Botanical Garden

Access to the changing rooms is contingent upon the continuous ventilation of the premises while maintaining required physical distances of 1 meter and the limiting of persons allowed inside at the same time.

The organization of the spaces and the sanitation of the changing rooms must be provided for the storage of work clothes of cleaning staff, guaranteeing them suitable hygienic conditions.

The use of masks and gloves is mandatory during all activities that does not offer sufficient physical distancing.

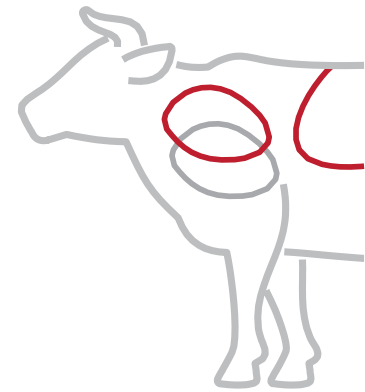
Cleaning and disinfecting with a solution of 70% ethanol is required of all equipment and items that are subject to repeated and regular contact.



Animal facilities and shelters

Facilities using animals for scientific purposes (pursuant to Legislative Decree 26/2014), as well as animal shelters for zootechnical purposes, must adhere to the same procedural indications of laboratories.

Direct contact with animals by multiple operators, researchers, animal care workers, veterinary doctors must be limited as much as possible and in compliance with the success of the activity itself and the respect for animal welfare.



Veterinary Teaching Hospital (OVUD), and Veterinary Anatomical Pathology and General Pathology rooms

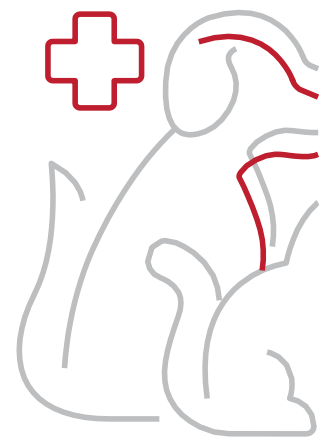
Access to OVUD by guests and patients may only be conducted by a limited number of reservations that minimize the number of persons in the waiting room in compliance with physical distancing measures. If it is not possible to keep the required distances in the waiting room, guests and patients must be welcomed and registered outside the building, in the square in front of the building itself.

The medical, diagnostic, and disposable procedures will be conducted by veterinarians and veterinary technical assistants in compliance with the same spacing procedures and with use of PPE. Repeated ventilation of the premises at the end of each procedure and the disinfection of contacted elements by veterinary technical assistants and supervisors must be applied.

The clinical management of animals suspected to test positive for COVID-19 must comply with the provisions issued by the ISS in the document (ISS Report -COVID-19: Companion Animals and SARS-CoV-2 updated on April 19, 2020), which will be made available to all staff by the Health Department via e-mail.

The same procedures outlined above also apply to the emergency and night emergency building and to the premises of the Equine Fertilization Center.

For Veterinary Anatomical Pathology and General Pathology rooms and for adjacent rooms, the same procedures apply as for laboratories; in the case of a corpse of a suspect positive COVID animal, it is mandatory to comply with the provisions issued by the ISS in the document above.



Other activities/facilities open to the public

For other activities/facilities open to the public, please refer to the safety guidelines issued by the Veneto Region and the protocols drawn up for the restarting of specific activities of the University, in compliance with the provisions in force on the prevention and fight against the spread of Coronavirus, (e.g. reopening of the Botanical Garden and Villa Bolasco, Unipd Store, holding of competition tests, resumption of guided tours of Palazzo Bo, holding of conferences, congresses, events, etc.). Such guidelines are made available at www.unipd.it/linee-guida-ripresa-attivita.



Activities with the regional health service

Activities with the regional health service agree to follow the safety rules indicated by the health institutions where the activity under the agreement is carried out. This rule also

covers active health surveillance and tracking.

In the SIT section of the University's website, an on-line procedure to fill in the Self-certification to access University Buildings is available to all staff members. It is recommended that all staff members use this procedure, as it allows the director of the facility to monitor the number of access requests. The on-line procedure also allows the self-certification to be made only once. Upon access to the buildings staff members may be required to show the self-certification. It is therefore recommended they save or print the pdf file produced at the end of the procedure and take it with them.

Self-certification for access to University buildings

I, the undersigned _____

Tax Identification number (Codice Fiscale): _____

Born on ____ / ____ / ____ Place of birth _____ (____)

Local residence _____ (____) via _____ no.

Unipd employ no. _____ Building work location _____

_____ address _____

☐ external guest and name of agency _____

CF: _____ VAT id number _____

☐ Other (please specify) _____

dichiara:

1. I will access University property on ____ / ____ / ____ (day/month/year) or from ____ / ____ / ____ until ____ / ____ / ____;
2. I am aware of the measures to contain the spread of COVID-19 currently in force, as well as the related criminal sanctions, including those for false declarations;
3. I am aware of the obligation to stay at home in the presence of flu symptoms such as a fever higher than 37.5°, informing my doctor and the health authority;
4. I am aware that access to University spaces is forbidden to those who, in the last 14 days, have had contacts with subjects who have tested positive for COVID-19;
5. I am aware of the obligation to promptly declare where, even after access to university spaces, there are conditions of potential danger (flu symptoms such as fever greater than 37.5°, coming from areas at risk or contact with people positive to the virus in the previous 14 days, etc.), taking care to remain at an adequate distance from the people present;
6. I am aware that access to university spaces for workers who have already tested positive for COVID-19 infection must be preceded by prior notification concerning the medical certification which proves to have undergone the swab and to have had a negative result, according to the procedures provided for and issued by the competent territorial prevention department;
7. I have read and undertake to comply with all the provisions contained in the University's SARS-CoV-2 virus control and containment protocol and its following attachments available at the following link www.unipd.it/circolari-coronavirus or attached herewith:

ATTACHMENTS 1 - Hygiene measures and behavior to be followed

ATTACHMENTS 2 - PPE use for containing and managing the SARS-CoV-2 epidemiological emergency

Document or company badge with photo is attached.

Date _____

Signature _____

Self-certification for suppliers' access to University buildings

I, the undersigned _____

Tax Identification number (Codice Fiscale): _____

date of birth ___ / ___ / ___ (day/month/year) Place of birth (city, country) _____

Local residence _____ (____) via _____ no. _____

☐ name of supply company _____

company address _____

Company tax identification number (Codice Fiscale) _____

VAT idnumber _____

☐ Other (please specify) _____

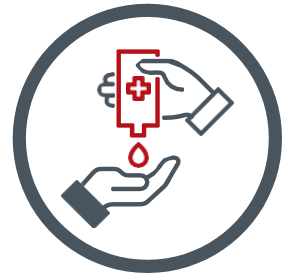
declare that:

I will access the University property on ___ / ___ / ___ (day/month/year) or from ___ / ___ / ___ until ___ / ___ / ___ and I am informed:

- that transport drivers must "limit the exiting of vehicles" only when absolutely necessary;
- that during all loading and unloading activities, the transporter must comply with the strict distancing of at least 1 meter from others and to wear PPE (personal protective equipment) including a surgical mask or respiratory protective device and gloves;
- that suppliers/ drivers/ or other external personnel are prohibited from using lavatories (WC) located on University property;
- that I must immediately inform the University (structure or client area) of any known positive COVID-19 cases to among those who, by virtue of this letter, have had access or, in any case, have come into contact with University staff / workplace. In this case, all subjects involved must collaborate with the Italian Health Authority by providing information requested in identifying close contacts;
- of the provisions of the Italian Government, the Italian Ministry of Health and ISS (Italian National Institute of Health) regarding the hygiene measures and appropriate behavior to be followed (Attachment 2), available at the following link www.unipd.it/nuovo-coronavirus;
- of the provisions of the "Protocol for the Control and Containment of SARS-CoV-2" of the University of Padua, available at www.unipd.it/coronavirus-comunicazione-rettore;
- that you must stay home if you have a fever (over 37.5°), a cough or other flu like symptoms and promptly contact your General Practitioner (or the Continuity Assistance Service) or, in the case of serious symptoms, call the direct emergency 118 number;
- that you are forbidden to enter or remain on University property if any flu like symptoms occur during work performance, and you must remain at an adequate distance from others and promptly announce your current state of health;
- that it is forbidden to access University property for any who has had contact with someone who has tested positive for COVID-19 within the last 14 days;
- that you must comply with all the provisions of the Italian Authorities and the University in accessing the University (in particular, maintain the safety distance of at least 1 meter, observe the rules of hand hygiene and maintain correct hygiene behavior).
- that you may contact the toll-free number 800 462 340 or the public access number 1500 as it has been made available to request any information related to the COVID-19 emergency.
- that you must respect any other specified precautionary and preventive measures of specific University property to which you must access.
- A copy of a valid ID card is attached.

Date _____ Signature _____

Protective Hygienic Measures Against the Spread of **CORONAVIRUS**



WASH YOUR HANDS FREQUENTLY
WITH SOAP & WATER OR USE AN
ALCOHOL-BASED GEL HAND SANITIZER



PPE USE SUCH AS
WEARING MASKS



AVOID TOUCHING YOUR EYES,
NOSE, AND MOUTH WITH YOUR HANDS



COVER NOSE AND MOUTH WITH
A TISSUE WHEN YOU SNEEZE OR COUGH



SOCIAL DISTANCING, MAINTAIN
AT LEAST 1-METER DISTANCE
BETWEEN OTHERS



IT IS NOT ADVISED
TO USE ELEVATORS



AVOID SHAKING
HANDS OR HUGGING



WASH SURFACES WITH ALCOHOL
OR CHLORINE BASED DISINFECTANT



AVOID SHARING
CUPS OR BOTTLES



DO NOT TAKE ANTIVIRAL
OR ANTIBIOTIC MEDICINES
IF NOT PRESCRIBED BY YOUR DOCTOR

AVOID CLOSE CONTACT WITH PEOPLE WHO SUFFER FROM ACUTE RESPIRATORY INFECTIONS

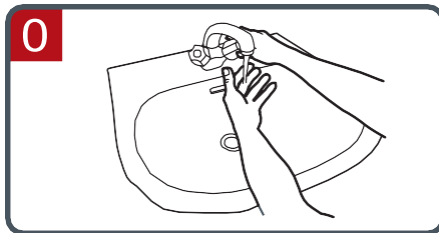
Stay home if you have any flu-like symptoms, do not go to the emergency room, rather contact your doctor or call the toll-free Veneto Region medical emergency number **800 462 340**, or the public number **1 500**.

HOW TO HANDWASH?

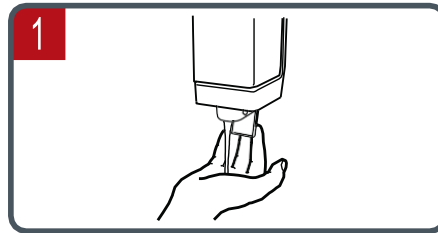
Wash hands when visibly soiled!
Otherwise, use handrub



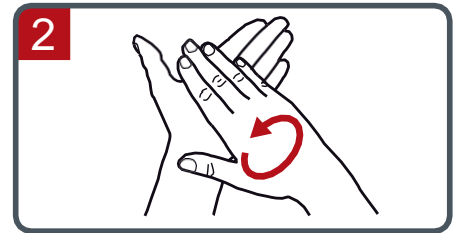
Duration of the entire procedure:
40-60 seconds



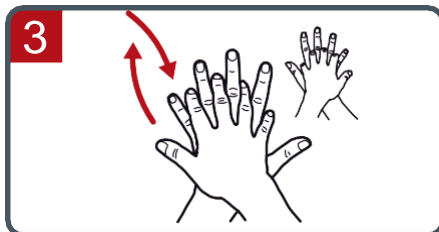
WET HANDS WITH WATER



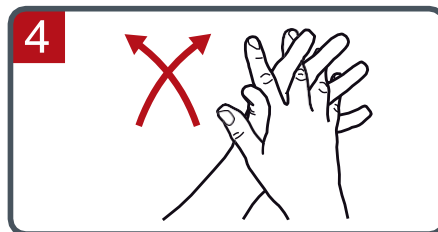
APPLY ENOUGH SOAP TO COVER
ALL HAND SURFACES



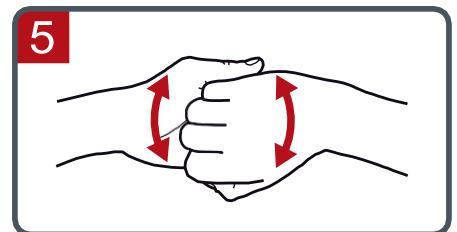
RUB HANDS PALM TO PALM



RIGHT PALM OVER LEFT DORSUM WITH
INTERLACED FINGERS AND VICE VERSA



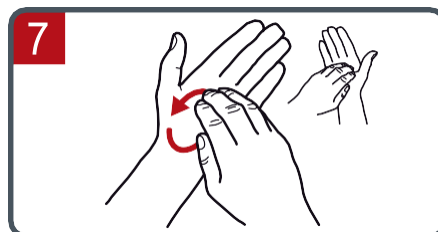
PALM TO PALM WITH FINGERS
INTERLACED



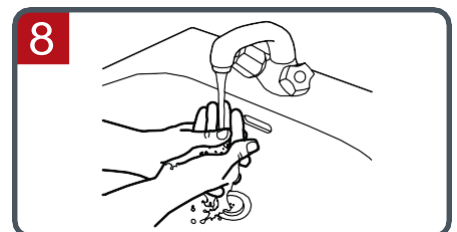
BACKS OF FINGERS TO OPPOSING
PALMS WITH FINGERS INTERLOCKED



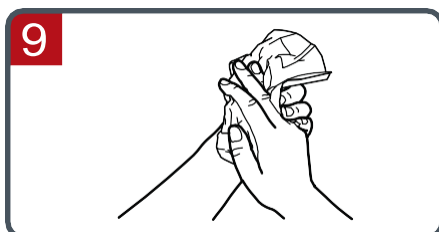
ROTATIONAL RUBBING OF LEFT THUMB
CLASPED IN RIGHT PALM
AND VICE VERSA



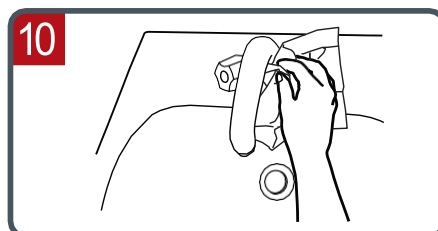
A SINGLE USE TOWEL



ROTATIONAL RUBBING, BACKWARDS
AND FORWARDS WITH CLASPED
FINGERS OF RIGHT HAND IN LEFT
PALM
AND VICE VERSA



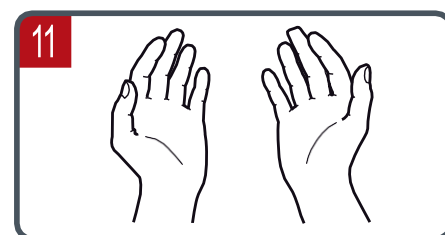
DRY HANDS THOROUGHLY WITH



USE TOWEL TO TURN OFF FAUCET

RINSE HANDS WITH WATER

YOUR HANDS ARE NOW SAFE



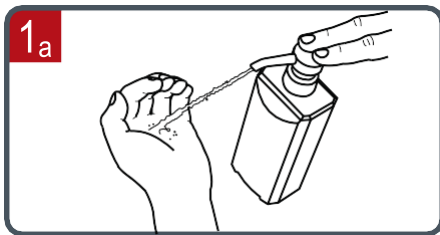
Source: World Health Organization

HOW TO HANDRUB?

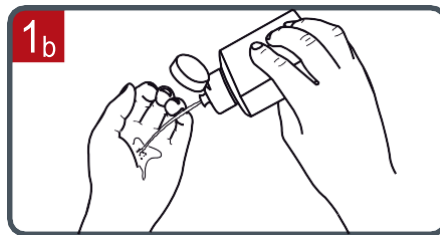
Rub hands for hand hygiene!
Wash hands when visibly soiled!



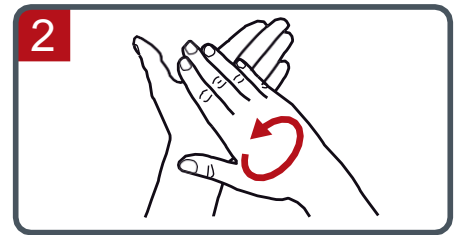
Duration of the entire procedure: 20-30 seconds



1_a
APPLY A PALMFUL OF THE PRODUCT IN A CUPPED HAND, COVERING ALL SURFACES

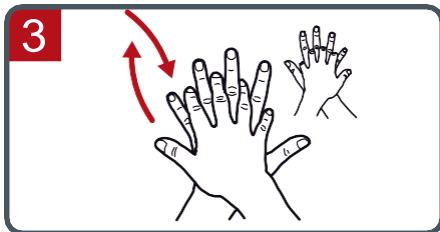


1_b



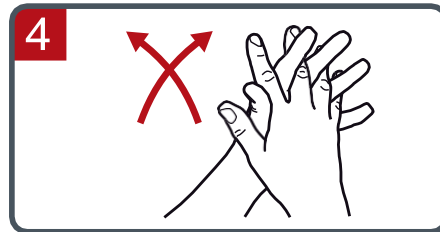
2

RUB HANDS
PALM TO PALM



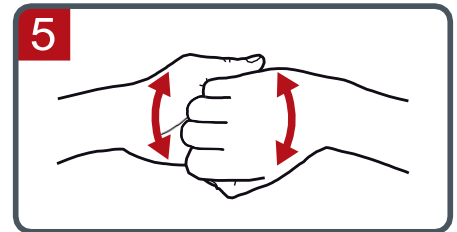
3

RIGHT PALM OVER LEFT DORSUM WITH INTERLACED FINGERS AND VICE VERSA



4

PALM TO PALM WITH FINGERS INTERLACED



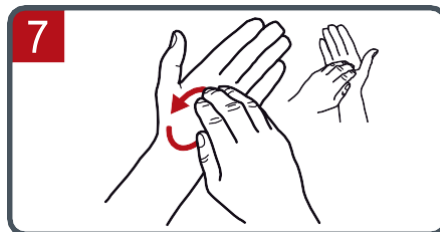
5

BACKS OF FINGERS TO OPPOSING PALMS WITH FINGERS INTERLOCKED



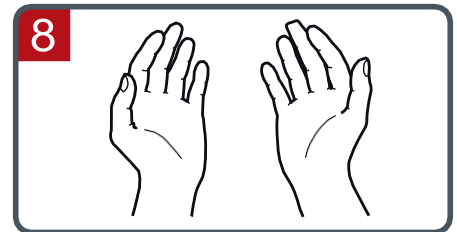
6

ROTATIONAL RUBBING OF LEFT THUMB CLASPED IN RIGHT PALM AND VICE VERSA



7

ROTATIONAL RUBBING, BACKWARDS AND FORWARDS WITH CLASPED FINGERS OF RIGHT HAND IN LEFT PALM AND VICE VERSA



8

ONCE DRY,
YOUR HANDS ARE SAFE

Source: World Health Organization

Use of PPE for containment and management of the SARS-CoV-2 epidemiological emergency

ed. April 1, 2020

Purpose and scope

The following procedures are aimed at providing instructions for the use of Personal Protection Equipment (PPE) made available to University employees to prevent the spread of the SARS-CoV-2 epidemiological emergency.

In particular, the use of disposable mask and disposable gloves is described.

References

The Law Decree of March 17, 2020 no.18, Art. 16 - Further protective measures for workers and the community, paragraph 1.

President of the Council of Ministers Decree of April 26, 2020, "further implements the provisions of the Law Decree of February 23, 2020, no. 6, includes the urgent measures on the matter for the containment and management of the COVID-19 epidemiological emergency as it is applicable to the entire national territory", Attachment no. 6 "Shared protocols regulating the measures to combat and contain the spread of the COVID-19 virus in the workplace between the Government and the social partners" of April 24, 2020, point 6 - Personal Protective Equipment (PPE).

Instruction for the use of PPE

The available PPE kits, in relation to what is indicated for the management of the COVID-19 epidemiological emergency, is composed of:

- disposable mask
- disposable gloves

PPE must be applied in the following sequence:

1. disposable mask
2. disposable gloves

PPE must be removed in the following sequence:

1. disposable gloves
2. disposable mask

Disposable masks

Disposable medical grade surgical masks constitute a useful protective barrier in diffusing pathogens that are transmittable by air.

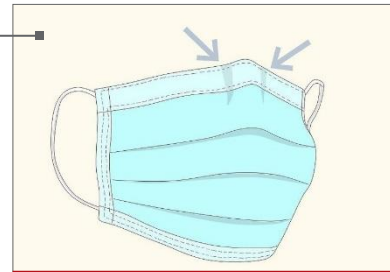
The steps to properly apply and remove the disposable mask are listed below.

Wearing of a face mask

Wash your hands. Before applying a new face mask, wash your hands thoroughly with soap and water.

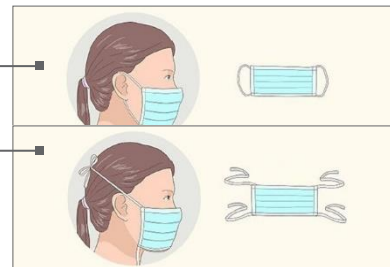
Check your mask. Check that the mask has no defects (holes or tears) in the material. If the mask is defective, replace it.

Position the mask correctly. Make sure that the metal nose bridge is facing upwards before applying the mask. Make sure that the correct side of the mask is facing outwards. The inner side is usually white, while the external side is usually a different color. Before applying the mask, make sure that the white side is facing inward towards your mouth and nose.

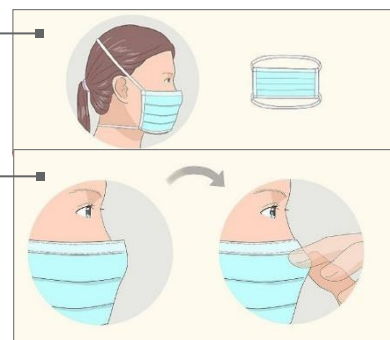


Placing the mask on your face. There are many types of masks, each with different application methods:

Ear loops - some masks have two loops, one on each side. Take the mask by the loops, put one around one ear and then put the second one on the other ear.
Laces - some masks have laces (upper and lower) that are meant to be tied behind the head. Take the mask from the laces on the top, bring them behind the head and tie them together in a bow.



Elastic bands - some masks have two elastic bands that are applied around the head and the neck. Hold the mask in front of your face, pull the upper band and put it around the top of the head. Then pull the lower band over the head and place it at the base of the neck.



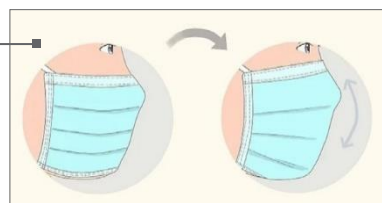
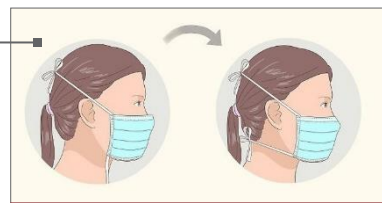
Adjusting the nose bridge. Once placed on the head and face, use the index and thumb to tighten the flexible nose bridge of the mask.

Knot the lower part of the mask (if required).

For masks with the laces that tie above and below the head, tie the lower laces around the nape of the neck. If they were already tied before, you may need to tie them more securely.

Place the mask on the face and under the chin.

Once applied, adjust the mask to make sure it covers your face, mouth, and neck are below your chin.



The mask is intended for single use only, therefore it must be discarded immediately after use.

Removing the mask

Wash your hands. Before removing the mask, wash your hands or, if you are wearing protective gloves, remove the gloves first, wash your hands and then finally remove the mask.

Remove the mask carefully. Remove the mask by only touching the edges of the mask, the laces, or the ear loops. Avoid touching the front of the mask, as it may be contaminated.

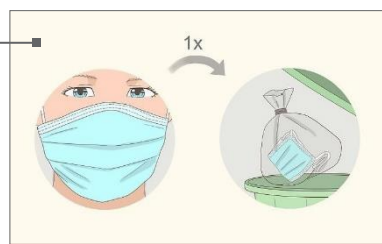
Ear loops - use your hands to hold the loops and remove them from each ear;

Laces - first untie the lower laces and then the upper laces. Remove the mask by holding the laces on the upper side;

Elastic bands - use your hands to bring the lower band over your head, then do the same with the upper elastic band. Remove the mask from the face while holding the elastic band of the upper side.

Discard the mask by respecting the safety rules.

Masks should be discarded in a medical or laboratory setting. It is likely that there is a specific container for this type of waste located in different environments, such as administrative offices. Used gloves and masks can be thrown into the unsorted dry waste containers. For additional caution, it is advisable to collect the removed devices in a dedicated bag and, once closed, have it disposed of in the waste bin.



Wash your hands again. Once the mask has been disposed of according to the safety regulations, wash your hands once more to make sure they are clean and that they are not contaminated by the dirty mask.

Disposable gloves

Non-sterile disposable gloves are devices used in the workplace to protect the worker from possible contact with biological material. The use of disposable gloves reduces the incidence of hand contamination and offer an effective barrier to the risk of the transmission of infections.

In order to achieve maximum protection certain rules of applying, use of and removal of gloves must be observed.

Before putting on gloves:

- remove rings, bracelets, and wristwatches
- make sure your hands are completely dry
- check that the gloves are the correct size (neither too loose nor too tight)

During and after use:

- do not touch the face, hair, or glasses

Removing gloves:

- starting from the wrist remove the first glove by turning it inside out and hold onto it with the hand that is still wearing the other glove;
- remove the second glove by grasping it from the inside of the wrist area and turning it inside out so that the previously removed glove remains inside the other
- **DO NOT** reuse disposable gloves: after use, gloves must always be thrown away;
- dispose of the gloves in the unsorted waste, for additional precaution, it is advisable to collect the removed PPE in a dedicated bag and once closed, throw it in the unsorted waste bin;
- wash your hands thoroughly as indicated in the attachment "How to wash hands".



Operating procedure: Redefining the measures to contain the spread of SARS- CoV-2 in the workplace work and prevention strategies. Examples of risk characterization.

circular protocol no. 203697 of May 5, 2020

Purpose and scope

The purpose of this procedure is to provide examples that characterize risk in the context of the University workplace. The management of the re-opening phase of specific University activities, carried out by individual buildings, must adopt the provisions designed to ensure the health of employees and to contain the risk of spreading SARS-CoV-2. The primary reference for the operating activities of all the University buildings are indicated in the **"Protocol for the Control and Containment of SARS-CoV-2"**.

A copy of the "Risk characterization" prepared by each University building must be officially sent to the University Environment and Safety Office, which may make observations and recommendations in this regard.

Please note that if the indications elaborated by any building prove to be in contrast with the guidelines established by the **"Protocol for the Control and Containment of SARS-CoV-2"**, they will be considered unauthorized by the University.

The failure to submit said document by University buildings will result in the "Risk characterization" being considered as ineffective for the purposes of the provisions set forth by the University Security Management System.

References

- "Documento tecnico sulla possibile rimodulazione delle misure di contenimento del contagio da SARS-CoV-2 nei luoghi di lavoro e strategia di prevenzione" (Technical document on the possible remodulation of the measures to contain the spread of SARS-CoV-2 in the workplace and prevention strategies) published by INAIL - April 2020
- "Protocol for the Control and Containment of SARS-CoV-2" of the University of Padua rep. no. 1509 of 29.04.2020

Redefining the measures to contain the spread of SARS-CoV-2 in the workplace work and prevention strategies.

Introduction

The indications contained in the University's "Protocol for the Control and Containment of SARS-CoV-2" are based on the consideration, as well as the methodology, of the INAIL published document entitled "Technical document on the possible remodulation of the measures to contain the spread of SARS-CoV-2 in the workplace and prevention strategies."

These basic procedures will have to be adopted by each University building, as part of the actions provided for in the Protocol itself, and through ad hoc regulation that will define the application methods in greater detail in relation to the specific logistical and organizational characteristics of said buildings.

The methodology of risk characterization

The INAIL technical document defines the risks of SARS-CoV-2 infection during work under three variables:

- **Exposure:** the probability of coming into contact with sources of the contagion during the performance of specific work activities (i.e. health sector*, management of special waste, research laboratories, etc.);

**It should be noted that for health care activities, staff must follow the indications and procedures of the Hospital or Body in which the activity takes place.*

- **Proximity:** the intrinsic characteristics of carrying out work that does not allow for sufficient physical distancing (i.e. specific tasks done along an assembly lines) during partial and or entire working periods;
- **Aggregation of others:** the type of work that involves contact with other subjects in addition to colleagues (i.e. catering, retail, entertainment, hotels, education, etc.).

The following values are assigned to each variable:

Exposure:

- 0 = low probability (i.e. agricultural worker);
- 1 = medium-low probability,
- 2 = medium probability;
- 3 = medium-high probability;
- 4 = high probability (i.e. health worker);

Proximity:

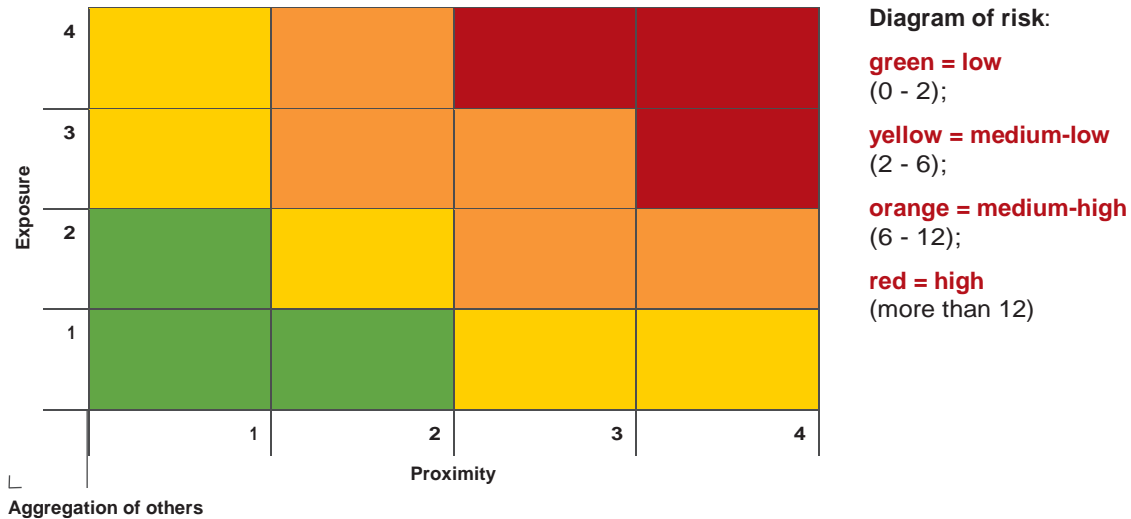
- 0 = work mostly done alone;
- 1 = work done with others but not in close proximity (i.e. private office);
- 2 = work done with others in shared spaces but with adequate spacing (i.e. shared office);
- 3 = work involving shared tasks in close proximity to others for a non-predominant part of the time (i.e. assembly line);
- 4 = work carried out in close proximity to others for most of the time (i.e. dental practice).

The result from the above combined score is adjusted with factors of the following third factor:

Aggregation of others:

- 1.00 = limited or zero presence of third parties (i.e. manufacturing sector, industry, offices not open to the public);
- 1.15 (+15%) = intrinsic presence of third parties under organizational control (i.e. retail trade, personal services, offices open to the public, bars, restaurants);
- 1.30 (+30%) = gatherings that are controllable with set procedures (i.e. health, schools, prisons, armed forces, public transport);
- 1.50 (+50%) = gatherings that are controlled with a limited set of procedures (i.e. entertainment, mass events).

The final result determines the level of risk and is indicated in color within the following diagram (scale 0-24):



This method has allowed INAIL to identify the risk classification for numerous activities that are identified with the ATECO Codes, which can also be used to classify the activities carried out in the University in relation to the specific complexities that may emerge when analyzed together.

The risk class assessment takes into account the methods of carrying out work activity. The identified risk classification must be consistent within INAIL's macro classification, as are relative to similar activities.

*Once the risk class assessment has been identified, specific prevention and protection measures against SARS-CoV-2 will be defined appropriately by applying the protection measures provided for in the **Protocol** adopted by the University as is according to the logistical and organizational characteristics of each building. Risk classification defined as medium-high or high will be given further prevention and protection measures.*

It is advisable to carry out the risk analysis again after identifying the prevention and protection measures.

Note: taking into account that the University Protocol mandatorily requires the use of a disposable mask, the exposure level is set by default at 1 (except for activities that by their very nature require the use of higher protection PPE).

Examples of risk class characterization

The [INAIL document](#) lists the risk classification of work activities according to the ATECO classification code. The risk classification of activities most similar to those carried out by the University are shown in the INAIL document:

ATECO code	Description	Classification of risk
A-01	Agricultural cultivations and production of animal products	LOW
M-69	Legal and accounting activities	LOW
M-70	Business management and management consultancy activities	LOW
M-71	Architecture and engineering studies, technical testing and analysis	LOW
M-72	Scientific research and development	LOW
M-73	Advertising and market research	LOW
M-74	Other professional, scientific and technical activities	LOW
	Microbiology	MEDIUM-HIGH
O	Public Administration	LOW
P-85	Classroom Education	MEDIUM-LOW
Q-86	Health care	HIGH
R-91	Libraries, museums, cultural activities	LOW

The [Prime Minister's Decree of April 26, 2020](#) states that universities adopt organizational prevention and protection measures, relative to higher education and research sectors, and in regards to the specific needs of people with disabilities, referred to in the "Technical document on the possible remodulation of the measures to contain the spread of SARS-CoV-2 in the workplace and prevention strategies" published by INAIL. These basic procedures were adopted with the [Rector's Decree no. 1509 of April 29, 2020](#), which ensures that these basic guidelines will be disseminated to and adopted by each University building and department, as part of the actions provided for in this Protocol. The application of the ad hoc regulations will be defined in greater detail in relation to the specific logistical and organizational characteristics of each building and department.

By way of example, some cases relative to the University are suggested by defining the methodology to be applied in the preparation of the ad hoc regulations for each building and department.

Offices and private offices

Shared offices and private offices not open to the public

The following scores take into account the following variables:

Variable	Score
Exposure: medium-low probability	1
Proximity: shared work environments with adequate spacing (i.e. shared offices)	2
Aggregation of others: limited or with no third-party presence (i.e. offices not open to the public)	1
The risk value obtained is as follows: $1 \times 2 \times 1 = 2$, corresponding to low risk	
Consistent with the ATECO code "O", "M 69-70-71": "LOW"	

In addition to prevention strategies such as information and training of personnel, the adoption of hygiene measures and sanitization of environments, the use of masks and personal protective equipment (PPE) for both staff and visitor, the spacing of the workstations and the ventilation of the premises will also be adopted.

Shared offices and private offices open to the public

The following scores take into account the following variables:

Variable	Score
Exposure: medium-low probability	1
Proximity: shared work environments with adequate spacing (i.e. shared offices)	2
Aggregation of others: presence of third parties but organizationally controllable (offices open to the public)	1.15 (+15%)
The risk value obtained is as follows: $1 \times 2 \times 1.15 = 2.30$, corresponding to a medium-low risk	
Consistent with the ATECO code "O", "M 69-70-71": "LOW"	

In addition to prevention strategies such as information and training of staff and visitors, the adoption of hygiene measures and sanitization of the environments, the use of personal protective equipment (PPE) for both staff and visitors, specific rules will be defined as follows:

- access by reservation only;
- where needed, clear spacing systems in waiting area are to be created through restrictive or adequate indication of space, it is recommended to opt for open spaces

that are adequately protected or specially identified and that all spaces are well ventilated);

- physical distancing between staff and visitors during the access to the office, by restriction or adequate indication of space;
- all space must be well ventilated.

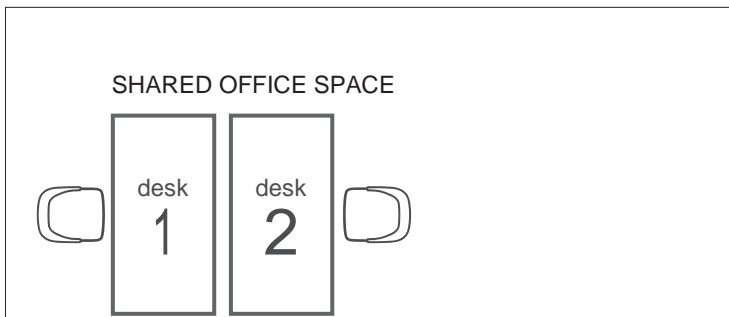
Additional office space examples

The management of offices may require space remodeling to ensuring adequate physical distances between staff that are compatible with the nature of the work carried out.

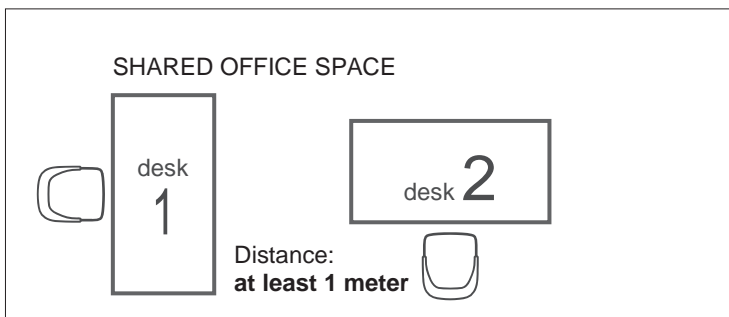
The reorganization of workstations is suggested using the following solutions:

- repositioning of one person per office/private office;
- repositioning of 2 (or more) people per office/private office with at least 1-meter distance between them.

Note that during this emergency phase, workers who do not require special tools and/or work equipment and/or who can make use of portable/transportable tools/equipment could, for the transitional period, be positioned in spaces obtained for example from unused offices, unused classrooms, meeting rooms, etc.



NO



+ 
YES

Chemical research laboratories

The following scores take into account the following variables:

Variable	Score
Exposure: medium-low probability	1
Proximity:	
a) work done with others in shared spaces but with adequate spacing	2
b) work involving shared tasks in close proximity to others for a non-predominant part of the time	3
Aggregation with others: controllable with procedures	1,30 (+30%)

Hypothesis A - The risk value obtained is as follows:

$1 \times 2 \times 1.30 = 2.6$, corresponding to a medium-low risk

Consistent with the ATECO code "O", "M 72": "LOW"

In addition to prevention strategies such as information and training of staff and visitors, the adoption of hygiene measures and sanitization of the environments, the use of personal protective equipment (PPE) for both staff and visitors, specific rules will be defined as follows:

- room ventilation;
- limited access to changing rooms that are dedicated to laboratory activity (where applicable);
- preparation of specific measures for cleaning and sanitizing equipment/machines/apparatus, after evaluation of the Manager/RDRL.

Hypothesis b - the risk value obtained is as follows:

$1 \times 3 \times 1.30 = 3.9$, corresponding to a medium-low risk

Consistent with the ATECO code "O", "M 72": "LOW"

In addition to prevention strategies such as information and training of personnel, the adoption of hygiene measures and sanitization of the environments, the use of personal protective equipment (PPE), specific rules will be defined as follows:

- repositioning of adequately spaced workstations;
- room ventilation;
- shifts for the use of machines/equipment/laboratory instruments and a reduction in the time spent inside the laboratory, with adequate spacing;
- limited access to changing rooms that are dedicated to laboratory activity (where applicable);
- preparation of specific measures for cleaning and sanitizing equipment/machines/apparatus, after evaluation of the Manager/RDRL.

Library with large consultation rooms

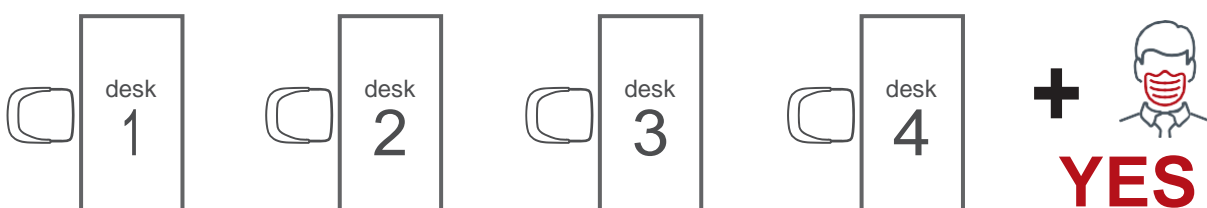
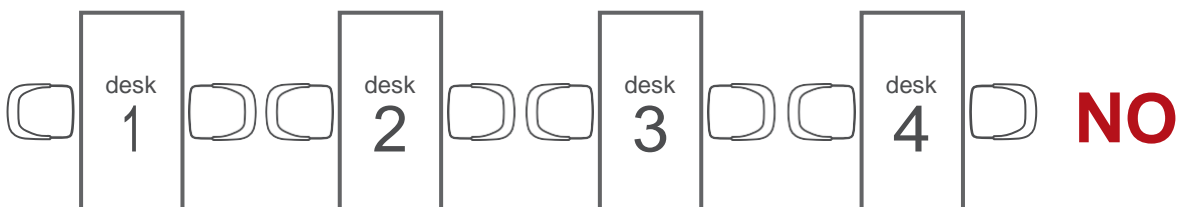
The following scores take into account the following variables:

Variable	Score
Exposure: medium-low probability	1
Proximity: work that involves shared tasks in close proximity to others for a non-predominant part of time	3
Aggregation with others: controllable with procedures	1,30 (+30%)
the risk value obtained is as follows: $1 \times 3 \times 1.30 = 3.9$, corresponding to a medium-low risk	
Consistent with the ATECO code "O", "R 91": "LOW"	

In addition to prevention strategies such as information and training of staff and visitors, the adoption of hygiene measures and sanitization of the environments, the use of personal protective equipment (PPE), specific rules will be defined as follows:

- limited access to the premises by reservation in order to avoid gatherings;
- staying allowed by reservation, and workstation specifically identified so to guarantee physical distancing;
- management of book delivery and return;
- supply of additional equipment related to specific library activities, such as disposable gloves for visitors and protective counter barriers;
- room ventilation.

Additional library space examples



Monitoring tools

Capacity of a premise

After implementing the reorganization of a premise and assessing its maximum capacity in order to ensure spacing, especially during the reopening phase, it may be useful to indicate the room capacity outside the premise itself and to prepare and/or display a summary table specifying: correct identification of the premises (plan, Geotec code, name of the premise), capacity limitation, any change of use occurred during the emergency phase, any ban on access, as well as the name of the Head of the facility for safety purposes (Manager, Laboratory Manager - RDRL, Person in charge).

An example of the table is as follows.

Building name:		Geotec building code:		Address:	
Floor	Geotec room code	Room name	Max capacity	Change os use	Head of the facility for security purposes*
Basement -1	001	Laboratory	3		
	002	Doctoral student room	4		
	003	Ex. dark room	forbidden		
Ground floor 00	004	Chemistry laboratory	3		
	005	Classroom	forbidden		
	006	Meeting room	2	Office	
(*) Manager, Person in charge, Laboratory Manager					

Mode for controlled access

In some cases, it may be appropriate to identify and/or have different access for employees and external visitors. In this case, it is recommended to communicate to the staff by way of displaying indicative signs and/or tables. Examples are given below.

Access identification	Entrance Location	Access restricted to	Supervised by	Opening hours
Entrance 1	Via Rossi	Employees	UniPD staff	
Entrance 2	Via Verdi	External visitors/ suppliers	Concierge service/ surveillance	
Entrance 3	Courtyard		CLOSED	

PPE distribution methods

To ensure the constant availability of masks, gloves and hand sanitizer to the staff, each structure must identify those making the requests, those distributing PPE and those responsible for checking stocked supplies. Please note that the delivery by the Central Administration is intended for the Departments/Secretariats of the Department, Centers or other University buildings.

Building	PPE delivery location	Day and time of delivery	Distributor	Person responsible for checking supplies

Summary of responsibilities

With the document “Risk characterization”, the basic indications provided for in the “Protocol for the Control and Containment of the SARS-CoV-2” must be disseminated to and applied by each University structure, as part of the actions provided for by the Protocol itself. The ad hoc regulations will define in greater detail the application methods in relation to the specific logistical and organizational characteristics of each building.

If the indications developed prove to be in contrast with the guidelines established by the “Protocol for the control and containment of SARS-CoV-2”, they will be considered unauthorized by the University.

A copy of the “Risk characterization” prepared by each University building must be officially sent, on behalf of the Structure Manager, to the University Environment and Safety Office, which may make observations and recommendations in this regard.

The failure to submit said document by University buildings will result in the “Risk characterization” being considered as ineffective for the purposes of the provisions set forth by the University Security Management System.

Please note that, until the “Risk Characterization” document of the Structure is made operational, all University building and departments are obliged to take the precautionary measure of maintaining a safety distance (physical distancing) equal to 1,5 m instead of 1 m.

Registration and recording

The “Risk Characterization” document sent by University structures must contain the following details:

- name of the facility;
- signature of the director of the facility;
- signature of the RLS (for confirmation);
- implementation date of the document;
- date of submission to the Environment and Safety Office.

Example:

Facility			
Building			
Director's signature	RLS signature (for confirmation)	Implementation date	Submission date to the Environment and Safety Office

Operating procedure for the management of the health emergency in case of staff who have been infected with the virus

circular protocol no. 145604 of March 12, 2020

For the University staff (teaching, technical and administrative staff, post-doctoral students, PhD students and collaborators, scholarship holders and research fellows and staff admitted to university structures even if not affiliated with the University), **the Preventive Medicine service is available in collaboration with Azienda Ospedaliera di Padova (AOUP).**

For healthcare personnel in agreement with the AOUP or with other SSR entities (regional healthcare service), the procedures provided by the latter are as follows.

In the event of symptoms¹ that may raise suspicion of having been infected with COVID-19, or in the event of close contact² (within the workplace) with a colleague infected with or tested positive for COVID-19, the staff must contact the university's preventive medicine service by calling the following numbers:

+39 049 8271653 or +39 049 8218176

or email the service at serv.medicinapreventiva@unipd.it from 8.00 to 16.00 Monday through Friday.

Following the report, the Preventive Medicine service will perform an emergency procedure.

Two situations may occur:

- a. The patient is considered not at risk: consequently, they can continue normal activities;
- b. The patient is considered at risk: the service prescribes the activation of the procedures set forth by the health protocols.

¹ **Prime Ministerial Decree of March 8, 2020** Art. 3, paragraph 1 letter d): subjects with symptoms of respiratory infection and fever (greater than 37.5° C) are strongly recommended to stay home, to limit social contacts as much as possible and contact their doctor.

² As per attachment 2 of the press release of the Ministry of Health of 02/22/2020, or as defined by ECDC of 02/25/2020 in point 1, distance less than 2 meters for more than 15 minutes.

In the event of the situation referred to in point b):

1. **The Preventive Medicine service** communicates to the University:
 - the successful quarantining of the person who contracted the virus;
 - other University staff who have had close contact and any precautionary measures that must be activated.

Communication to the University takes place by the Human Resources Manager and is sent to following email address: dirigente.risorseumane@unipd.it.

2. **The Head of Human Resources Division:**
 - communicates to the person in charge of each facility where the infected personnel works, indicating the names of the persons to be placed in quarantine or fiduciary isolation;
 - communicates to the APAL (Legacy, Procurement and Logistics Area) the need to activate the sanitization procedures of the facilities involved, according to the procedures set out in the circular of the Ministry of Health of February 22, 2020.
 - communicates to SISP (Hygiene and Public Health Sector) the names of the people placed in fiduciary isolation.
3. **The manager of the building** where COVID-19 cases of infection have occurred must:
 - check that quarantined persons do not enter the workplace;
 - check that persons placed in fiduciary isolation do not enter the workplace;
 - collaborate with APAL in order to organize the sanitation of the affected areas by agreeing on the dates and methods of agreed execution.

Guidelines for Phase 3 - teaching and Coronavirus

Introduction

The Italian Minister of University and Research, after a first brief outline of actions shared with the CRUI (Conference of Italian University Rectors) at the beginning of April, sent the universities, on May 4, 2020, an analytical document for ensuring a homogeneous and orderly planning throughout the national territory, while respecting the specificities of the reference contexts and the autonomy of each institution (Annex no. 1 / 1-5).

The guiding principle of planning for the first semester of the next academic year must be to guarantee the health security of students and of all teaching and technical-administrative staff while ensuring that all teaching and research activities are carried out, making use of IT tools, in compliance with the provisions and protocols of national authorities.

The document sent provides for the following measures relating to teaching and research for Phase 3 to be implemented starting from September 2020 until January 2021, without prejudice to any other possible and different measure that may be taken by the relevant authorities:

- individual activities are allowed, i.e. access to private offices, offices and laboratories is allowed to individuals and possible small groups, provided that safety measures are adopted;
- collective activities must be reduced and allowed only if adequate safety measures are adopted;
- possible travel restrictions for long-distance commuters must be taken into account and dealt with by encouraging their participation in activities remotely;
- difficulties of international students in participating in educational activities in person must be taken into account by providing them with the possibility of attending classes remotely;
- in-person access to administrative services must be reduced, enhancing digital systems and electronic administrative procedures.

Guidelines: principles

During Phase 3, first semester of A.Y. 2020/2021, the classes will be delivered simultaneously both face-to-face and on-line, developing a blended teaching mode that can be accessed both in the university classrooms and remotely at the same time. From the next semester, the University will once again become universitas, a place where learning and training is meeting people, a meeting between students and teachers, and between students themselves and the university city. At the same time, the blended teaching mode ensures an inclusive student community. All students will be given the opportunity to attend classes even if they cannot be physically present in Padua, e.g. the numerous international students who, for mobility reasons, will not be able to arrive for the beginning of the semester, as well as the many students coming from outside the Veneto Region, and students with particular medical conditions who are not recommended to attend classes in person.

The remote teaching mode will also lead to a reduction in the number of students in the classrooms so to guarantee physical distance as per health regulations. Students will be able to choose whether to attend the course units entirely on-line or face-to-face, and shift systems will have to be organized in the case of large classes with blended teaching mode.

Specific attention will be paid to the welcoming procedures of incoming international students and degree seekers, aimed at pursuing the University's internationalization policies and guaranteeing a quality service in accordance with health security provisions.

Lab classes, classroom and practical activities will be delivered in classroom as far as possible, taking adequate measures relating to logistics and shift systems as to comply with safety distances.

To achieve these results, the University is working to adapt the technological equipment in classrooms and laboratories to the new teaching modes. In the meantime, the training courses dedicated to teachers are continuing for the purposes of innovative and high quality teaching to be carried out remotely.

1 Organization of teaching activities

The physical distancing provided for by the health safety rules considerably reduces classroom capacity, hence the acquisition of new spaces dedicated to teaching activities in the first semester as to allow the greatest number of students to attend classes in person.

Furthermore, all the classrooms are being equipped with IT tools for streaming and recording lessons as to make both face-to-face and online teaching possible.

Planning and notification of teaching modes

The teaching mode in the first semester and trimester of academic year 2020/2021 for all Bachelor's and Master's degree programmes may be the following:

- a. Dual teaching: the course unit is delivered simultaneously in classroom and on-line.
- b. Blended teaching: the course unit is delivered partly on-line and partly in classroom (face-to-face classes will also be available on-line).
- c. Face-to-face teaching only. The course unit (e.g. lab classes, classroom and practical activities) is delivered in classroom only. (For students who cannot attend classes in person, knowledge acquisition must be ensured by making online material available).
- d. Online teaching only: the course unit is delivered entirely and exclusively on-line.

For students of compulsory attendance course units, participation in classes held remotely (in the case of type a, b, and d course units) will be considered suitable for certifying attendance for the purposes of sitting the examinations.

As part of its organizational autonomy, each School/Department defines the teaching mode of lessons for each course unit held in the first semester and trimester of academic year 2020/2021, taking into account the needs of the students, the availability of spaces, the safety measures. In this regard, a series of meetings were held involving the Head of Schools and of Departments, the Rector, the Vice Rector, the Vice Rector for Teaching and Education, and the Vice Rector for Organization and Management Processes.

During the meetings, the principles of Phase 3 were outlined, with the possibility to adapt the teaching modes of course units (dual, blended, exclusively face-to-face or online) to the educational offer of each degree programme. In this perspective, exclusively online teaching must be limited to those few situations for which dual teaching and blended teaching is not possible.

In the meetings, face-to-face classes for the first years were widely encouraged to allow first-year students to fully live their university experience.

By June the survey on the teaching modes identified by the Schools/Departments will be completed, and in July the University Bodies will be notified of the complete list of training activities offered and the related teaching mode.

The chosen teaching mode will be recorded in the University system for the management of teaching planning, and the online syllabus of each course unit will automatically be integrated with a standard sentence and the teaching mode chosen in order to provide students with this information as soon as possible and, in any case, before the beginning of the term.

Survey on students' attendance preferences

In order to estimate the number of students who decide to attend classes in person, in July they will participate in a survey to indicate which of the activities delivered in teaching mode a, b, and d they prefer to attend in person.

Furthermore, the survey will allow students to know in advance the teaching mode of the course units of their degree programme for the first semester / trimester of the next academic year.

All students enrolled in academic year 2019/20 will be involved in July, new enrolled students will be involved in September.

The survey will allow the monitoring of students' attendance choices, thanks to specific reports, both at central and at School/Department level.

Incoming Erasmus students who complete their enrollment in the next few months must be considered as attending students for all the course units included in their learning agreement.

Schedule and shifts planning

The class schedule must be organized as to minimize students' movement. All classes will take place in a timeframe between 08.30 and 19.30 from Monday to Friday and, if necessary, also on Saturday morning from 08.30 to 14.30.

In order to fully exploit the spaces available, if necessary and only for classes during the first semester / trimester 2020/2021, the Schools/Departments may decide to reduce the effective duration of the academic hour, which must in any case be equal to at least 30 minutes.

On survey closing date, based on the choices made by students and Erasmus students and considering the provisions set forth by the Security Office on COVID-capacity of classrooms, the Schools/Departments will decide on the need to arrange shifts for the class attendance for some of the course units.

In this case, operating procedures will be established for sorting students (e.g. by surname), who will be able to alternate one week of in-person attendance and one week of remote attendance.

The academic offices will provide students with detailed information on shifts arranged for each course unit.



2. Teaching modes

Organizational measures for prevention and protection

A University central-level task force has been set up (Teaching, Construction, Logistics, IT systems Division) to share and coordinate organizational measures for prevention and protection. Such measures should take into consideration various aspects, should apply to all University's facilities, and should adequately defining the coordination levels and operational responsibility.

The organizational measures, in accordance with the provisions of the ISS provided for in the Circular of the Ministry of Health “Operating instructions for containment measures of SARS-CoV-2 through sanitation procedures in non-health related workplaces (surfaces, indoor spaces) and clothing” , specifically in the section *Sanitation activities in a closed spaces*, will be mainly aimed at identifying:

- for each building, shared areas, and flows: entrance and exit routes defined and indicated by means of explicit signs; capacity and methods of use of shared areas and services; entrance and exit flows and internal movements; the most effective measures to prevent gatherings outside classroom;
- for classrooms: the rules for the physical distancing and number of usable seats in each classroom, the procedures for sanitization and room ventilation, the use of PPE and the availability of sanitization products.

Information and communication

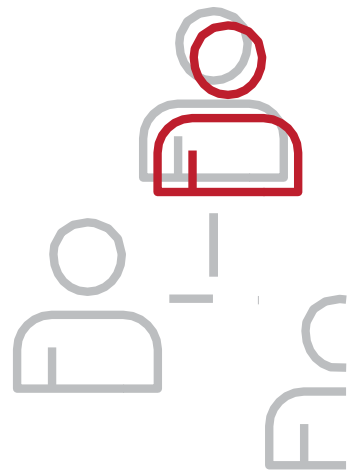
Information initiatives will be arranged on the prevention and protection measures adopted: the University will ensure adequate communication to students, teaching staff and technical-administrative staff through IT tools (website, e-mail, dedicated webinars, etc.).

Clear and highly visible signs will be installed to help manage entrance and exit flows and highlight the necessary safety measures.

App tracking attendance in class

In order to allow quick identification of contacts in the University classrooms, should any critical issue arise for classes delivered in teaching mode a, b, d, the presence of students in the classroom will be tracked through the use of the *OrariUnipd* app, connected with *Easy Badge* software.

The academic offices will be given detailed information on the software and configuration methods and will provide information and support to teachers and students in using the system.



3. Examinations and graduation sessions

Examinations

The examinations scheduled in autumn will be held on-line or in person.

The examinations to be held in person will be scheduled by each School/Department, and the reservation and occupation of classrooms will comply with the health security regulations. To this end, the Schools/Departments must comply with the organizational measures for the prevention and protection referred to in point 2.

In any case, the teaching staff must ensure some exam sessions take place remotely (upon justified request) for international students or students coming from outside the Region who will not be able to be physically present in Padua, and for students who require increased safety precautions due to medical conditions (e.g. immunocompromised individuals).

The operational information relating to each examination will be provided via e-mail, through the University platform Uniweb, to those students who are on the exam lists.

For all examinations, please note that the committee must be composed of at least two members (in the case of online exams, the components are connected remotely via Zoom), and the examination must be public (for online exams, more than one student can connect simultaneously to the session).

If the number of students on the exam list is high and / or requires a long time, the exam can be divided into shifts or multiple sessions, even with a different Committee, which must be specifically appointed by decree of the Head of the Department.

For further information on online examinations, see the documents available on the web page <https://elearning.unipd.it/dlm/course/view.php?id=1667> in the section "gestione esami" .

Bachelor's and Master's degrees

Autumn graduations will be held in person, provided that graduation ceremonies comply with the safety protocols.

The organizational procedures concerning the graduation sessions and the maximum number of participants in the graduation ceremonies are defined by each School/Department. To this end, the Schools/Departments must comply with the organizational measures for the prevention and protection referred to in point 2.

In any case, online graduation sessions must be ensured (upon justified request) for international students or students coming from outside the Region who will not be able to be physically present in Padua, and for students who require increased safety precautions due to medical conditions (e.g. immunocompromised individuals).

