



ANNEX 2

Organizational and safety measures to contain Covid-19 *Phase 2*

The reactivation of on-site services, in the absence of further, always possible exceptions and limitations, requires careful and preventive planning, organizational discipline, respect for rules and a sense of responsibility in the principles of gradualness, differentiation and reasonableness. The organization of activities, work management, presence in offices, classrooms and laboratories must necessarily be redesigned, adopting a different model, which we are certainly not used to, but which will probably accompany the life of the University for many months to come.

The protection of student and staff's health is an absolute priority of the University and therefore all activities will be organized according to this unavoidable need.

The basic principle is the concept that "everyone protects everyone" in gradualness, differentiation, appropriateness.

Access to University buildings

The access to the buildings will only be permitted to authorized persons, i.e. to technical-administrative staff, teachers, staff of service providers and students only for active services. Anyone before entering the University buildings will be checked to make sure that their body temperature does not exceed 37.5 degrees Celsius.

If the temperature is higher than 37.5 degrees, access will not be allowed. Persons in this condition will be isolated at the moment and should contact their doctor as soon as possible. The temperature will be measured at the main entrance to the buildings, as indicated in annex 1.

In order to monitor the access to the buildings, the presence of those who are not subject to stamp duty will be recorded. The classrooms, study rooms, computer rooms, canteens and bars will remain closed and the common areas will be forbidden to use. Anyone requesting access to the buildings (who is not an employee of the University) must contact the reception desk, which will verify the reason for the access.

Presence in offices, classrooms and laboratories

Safety social distancing, that in view of the situation will be confirmed also for the coming months, will inevitably imply the obligation for the Administration to contain presences in offices, classrooms and laboratories.

Smart working will continue to be the ordinary work mode until the end of the emergency but, in order to guarantee the regular and more effective performance of administrative activities and a better coordination, it is necessary to arrange a gradual and partial regulated return, that complies with the indications necessary to prevent the possible spread of the virus.

Presence in offices will in any case be desirable to supervise the good progress of standard practices and regular performance of teaching, institutional and administrative activities and will necessarily have to comply with the rules necessary to guarantee the required social distancing.

Each office head/manager will prepare in advance a weekly work schedule for the colleagues in the office, agreeing it with them, where the alternation between smart working and presence is expected to take place in relation to the office space, generally no more than one person per office.



In organizing office presence, the personal situations of each employee must be taken into account in order not to put the weaker persons at risk.

In particular, where activities allow it, and if employees request it, smart working 5 days out of 5 will be granted to:

- a) persons with certified disabilities under Law 104/92 (art. 3, paragraphs 1 and 3) or art. 26 of Legislative Decree 18/2020 or disorders and immunosuppression;
- b) parents who have children or dependent relatives with certified disabilities under Law 104/92 (art. 3, paragraphs 1 and 3) or art. 26 of Legislative Decree 18/2020 or disorders and immunosuppression;
- c) parents who have children up to 14 years of age;
- d) those who provide care and assistance to cohabiting family members suffering from disorders or disabilities;
- e) those who have no alternative to using public transport to reach the place of work or live far from the place of work.

In order to avoid creating overlaps and inbound and outbound groups, more flexibility can be granted in the management of the daily timetable.

Any difficulties managing presence will be reported to the Sector Manager or the General Manager.

Each office head/manager must inform the Prevention and Protection Service of the need to intervene in the office structure in order to arrange the space so as to guarantee the necessary distance between colleagues and the installation of plexi-glass protective panels in the workstations that could be used, in exceptional cases, to receive users and that are not already secured.

The mixed use of tools and equipment must be minimized.

The limitations specified concerning presence in the same place also apply to teachers. The responsibility for arranging the presence of the teachers is entrusted to the Department directors, the directors of the centers and the heads of the laboratories as far as they are concerned.

Teachers may attend the laboratories or similar spaces for which they are responsible, although not permanently returning to their offices, but only temporarily for needs related to the provision of distance learning and research.

Organization of ordinary activities

In internal offices, including teachers' offices, which, for whatever reason, usually receive both internal and external users, for precautionary reasons and for the protection of public health, the public will not be allowed – or will be strongly restricted – to enter.

Obviously, exceptional cases of extreme necessity and urgency, which make in-presence contact essential or that may not be deferred, will be excluded, provided, however, that the appropriate measures of social distancing and individual protection are strictly observed.

In order to carry out the above-mentioned activities, the use of the following means of communication should be privileged, where possible: e-mail, telephone, and videoconference connections.

The above mentioned instructions obviously also apply to appointments with the Rector, the Prorectors, the General Manager, the Department directors and other university Authorities, which will have in any case to be limited. Each Department's secretariats will provide specific information when requesting an



appointment, which should as usual be addressed to the institutional mailbox of the respective bodies (rettore@unibg.it ; direttore.generale@unibg.it , etc.).

Any meetings that are considered necessary and essential may only and exclusively take place in large premises, which must be booked at the competent offices, to be used in any case in compliance with the maximum limit of 30% of their capacity and an adequate cleaning/airing of said premises must be guaranteed.

The meetings of the Academic bodies (Senate, Board of Directors, Departmental Boards, etc.) will continue to be held remotely according to the indications provided for by the Regulations approved by Presidential Decree 133/2020 of 11.03.2020.

Movements within the University buildings will be limited to the minimum necessary.

Receipt of goods

At the loading/unloading locations, it must be ensured that the necessary preparatory and final operations for the handling of goods and the taking/delivery of documents are carried out in a way that does not involve direct contact between operators and drivers and respecting the strict distance of one meter.

Material storage operations in warehouses must be carried out wearing protective gloves.

Use of common lifts and equipment

The use of lifts is not recommended, as they are very small in size. If it is considered necessary to use them in any case, it is mandatory to make the ascent or descent alone.

In the case of commonly used equipment such as network printers and beverage dispensers, it is advisable to wear gloves.

Coffee breaks and lunch

The reopening of public premises (restaurants, bars, canteens) – areas known to be very sensitive to the spread of the virus – is subject to specific regulations that depend on national and regional provisions. The Administration suggests great caution in frequenting these spaces and in any case guarantees, for bars and canteens, appropriate and frequent checks on the compliance with the rules on social distancing, the preparation of meals with appropriate protection, hygiene to be observed inside and outside the premises and other regulations for the sector.

Hygiene best practices

Sanitizing gel dispensers will be placed in easy access points in the buildings; it is recommended to use the sanitizing gel in addition to frequent hands washing with soap and water and in any case before and after accessing your workplace or meeting other workers.

Specific daily cleaning and periodic sanitization activities will be arranged in the identified places of highest circulation and at the end of the working day.

Workers who enter must normally wear a "surgical mask" as a device to prevent the transmission of the infection.

Personal protective equipment will be made available to all workers.

Smoking is strictly prohibited not only inside buildings but also in courtyards and yards.

Symptoms of infection and reporting



Anyone with symptoms that – even if only felt at the initial stage - would appear to be due to Covid-19 infection, should not go to university or approach other colleagues. In such situations, it is necessary to remain at home, call your doctor, inform your manager and finally scrupulously observe the health protocols provided for by the Italian National Institute of Health. In this regard, we trust in everyone's sense of responsibility and respect for the values of solidarity that must characterize a large community.

There is the obligation to promptly and responsibly inform the employer of the presence of any flu-like symptoms during the performance of the work, being careful to remain at an adequate distance from the people present. The structure to which these persons belong must proceed with their isolation in accordance with the provisions of the health authority and that of any other persons present on the premises; the University will immediately notify the competent health authorities and the emergency numbers for COVID-19 provided by the Region or the Ministry of Health. The University collaborates with the Health Authorities for the definition of any "close contacts" of a person who has been found positive for COVID-19. This in order to allow the authorities to apply the necessary and appropriate quarantine measures.

Risk assessment document

Inspired by the principles contained in Legislative Decree 81/2008 and the precautionary principle, an intervention plan will be drawn up for a gradual access to University facilities.

Adequate training and information plans will also have to be prepared for staff at all levels, as well as prevention, monitoring and enforcement ones. The health surveillance carried out by the Competent Doctor must continue in compliance with the hygiene measures specified and the indications of the Ministry of Health.