



# Management of Phase 3

## August 1st, 2020 - February 28th, 2021

### Foreword

The scenario disclosing as from the end of July (so-called “Phase 3”) is still characterized by great uncertainty.

First of all, potential evolution of the pandemic in the following months is still unclear, and so are of course the dispositions from the relevant authorities. Furthermore, it is also at yet unclear what will be the reaction to this in the University context and system, in particular in terms of students and number of enrolments.

The Minister of Education sent a communication today, indicating that – only on July 24<sup>th</sup> – the national scientific committee has considered and validated the guideline suggestions for Universities prepared and proposed some time ago by the Conference of University Rectors, together with INAIL.

Thus, this on-going state of uncertainty, calls us to be ready to face any scenario, specially to reduce the inconveniences we have been through, during February and March 2020.

Most of all, it is necessary to operate in full respect of a few crucial principles:

1. **Safety.** First of all, we must guarantee as much as possible the safety of all people moving within the University environment: Students, Teachers, Technical and Administrative staff. Thus, any management line, which will actually be put in place, will necessarily have to guarantee a sufficient operating level, in full safety for everyone.
2. **Flexibility.** Nobody can realistically forecast exactly what will be happening in the following months, or if we will be once again experiencing a lockdown, as we did last spring. Thus, it’s necessary to be organised and ready to face any possibility, and in particular the possibility of having to operate entirely online.
3. **Accessibility.** We must be able to guarantee the best possible operating conditions to all, even to those who, due to structural or contingent reasons, may have some access difficulties. In particular, when choosing between remote or in class didactic activities, we must consider objective or personal difficulties which may be experienced in specific conditions, for example by foreign students who at present can’t travel in Italy or by those who may have some difficulty in reaching the University premises.
4. **University Vocation.** University of Bergamo vocation is based on presence and active participation. University is, most of all, a place for meeting and networking



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between students and teachers. Therefore, within limitations imposed by the previous reflections, **the University pursues to favour in-class activities rather than “remote learning”**.

Following, here below, are the general principles and practical actuations for University activities, referring exclusively to the first semester of academic year 2020-2021, from August 1<sup>st</sup> 2020 to February 28<sup>th</sup> 2021. The following actuations and principles are to be considered applicable in a relatively stable condition and not facing a situation of sanitary emergency. In case of a fresh outbreak of risk for students and staff, all activities will have to be immediately suspended, going back to a condition of total safety, as adopted to date.



## General Principles for University premises access

To guarantee the use of indoor University spaces, everyone must respect correct behaviours, to minimize the risk of contagion, including:

- a. Physical Distancing
- b. Wearing a mask in indoor spaces
- c. Strict attention to hand and personal hygiene
- d. Room and surfaces hygiene
- e. Adequate Aeration of indoor spaces
- f. Gatherings are forbidden

Access to the premises will be guaranteed in full safety conditions, with temperature measurement on access. For this reason, access will be allowed only from selected entrances, to favour the necessary controls.

Specific signs will be placed in and around the classrooms to clearly indicate ways of access and available spaces.

As by national guidelines, a **minimum distance of one metre** will have to be kept within the classroom. To this purpose, unavailable seats will be clearly indicated.

All University spaces will be appropriately sanitised, following the Health Authority (ISS) indications.

A hydro-alcoholic sanitising gel dispenser will be available in every classroom, and in all common spaces, to facilitate hand hygiene. Service staff will be guaranteeing the necessary window opening to favour constant and appropriate room aeration.

Whenever possible, lesson timetables will be planned so as to favour student access, **limiting gatherings as much as possible**.

Access to the premises will be allowed only to students who need to go into the University for lessons, exams, to access library loans or for any other activity which cannot be carried out in other ways.

Following these reasons, listed below are the fundamental guidelines which must inspire projects and actualisations in the following months, specifically concerning:

- Lessons
- Regular exams
- Graduation exams
- Training and laboratory activities
- Research activities
- Access to common areas
- Joint committees' activities



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- Technical and administrative activities



## Lesson procedure

Didactic activities will be provided both in class and online, defining a “mixed” didactic approach, which can be held within the University classrooms, but at the same time ‘in remote’. This choice concretely represents the institution’s commitment to reopening, stressing the relevance of University as a place of research, exchange and cultural enrichment, but at the same time safeguarding inclusion.

All students will be able to follow lessons, even if not everyone will be physically present in the premises: for example the many international students who, due to logistics, will not be able to arrive by the start of the semester, just as the many extra-regional students, or students affected by particular pathologies for whom in class activities are not advisable.

Furthermore, the “remote learning” option will allow to reduce the number of students actually present in the classrooms, thus carefully safeguarding the distancing imposed by sanitary regulations. Students will in fact be able to follow courses entirely online or, in specific cases, also in person.

While practically assessing the possible lesson procedures, we must consider, as previously indicated, that our institution’s vocation is oriented to in-class activities. Nevertheless, we must also consider that capacity of University spaces is **drastically reduced** to allow the full respect of one metre minimum distancing and to avoid gatherings, as indicated by national guidelines.

Thus, the amount of students in certain study courses does not realistically allow a safe environment for in-class lessons.

The guidelines for social distancing in indoor spaces, as defined by the Techno-scientific Committee, indicate as a general approach to keep a **minimum distance of at least 1 m from head to head**. This indication implies that only up to a maximum of 50% of students, compared to the regular capacity, can find place in the classrooms. Nevertheless, this principle is to be considered a general indication, to which specific observations should be added, based on the particular environments in which the individual universities operate, particularly with reference to available spaces and the connected logistics. More cautious positions, actually, suggest to adopt a usage ratio of up to maximum 25-30%, further reducing the possibility of gatherings.

To date, ideally considering a maximum occupation of 25% of regular didactic spaces, there would be a very reduced number of classrooms available. Out of 132 rooms designated for didactic activities, reclassified in consideration of their maximum capacity (see chart n. 1), only a part can accommodate a sufficient and safe number of students to carry out a lesson, and anyway none of them can accommodate all students for many of the study courses.



**Chart 1 – Classroom and didactic areas Distribution based on COVID capacity (25% of regular capacity)**

25% Capacity	Numbers
0-10	47
10-20	42
20-30	21
30-40	6
40-50	4
50-60	7
60-70	2
70-80	1
80-90	1
120-130	1
<b>Total</b>	<b>132</b>

Considering only the classrooms, which can accommodate at least 20 students, and assessing their distribution in terms of “didactic hubs”, we can identify 43 available classrooms, as defined in Chart n. 2. To these, we may add a few others, which, considering the possibility of a higher usage ratio (up to 50%), would allow in-class lessons also for other subjects. Even adding up all this, we can make available no more than 51 classrooms.

To these, it may be possible to add other appropriate spaces, still under assessment, if complying with the minimal necessary conditions to carry out didactic activities in full safety.



**Chart 2 - Classrooms with COVID capacity consistent with didactic activity - in bold, external classrooms being assessed for specific safety conditions**

Classroom Code	Classroom Name	Premises	Capacity	25% Capacity	50% Capacity	COVID Capacity
A001	A001	Building A - Dalmine	208	52	104	52
A002	A002	Building A - Dalmine	187	47	93,5	47
A101	A101	Building A - Dalmine	72	18	36	18
A201	A201	Building A - Dalmine	104	26	52	26
A202	A202	Building A - Dalmine	104	26	52	26
A203	A203	Building A - Dalmine	104	26	52	26
A204	A204	Building A - Dalmine	104	26	52	26
B003	B003	Building B - Dalmine	92	23	46	26
B104	B104	Building B - Dalmine	86	22	43	26
C001	C001	Building C - Dalmine	180	45	90	45
D001	D001	Building D - Dalmine	275	69	137,5	69
D002	D002	Building D - Dalmine	265	66	132,5	66
SA-AULAM	Assembly Hall	P.le S. Agostino	500	125	250	125
SA-8	Classroom 8	P.le S. Agostino	220	55	110	55
SA-SCO	Conference Room	P.le S. Agostino	150	38	75	38
PR-1	Classroom 1	Piazza Rosate	96	24	48	26
PR-2	Classroom 2	Piazza Rosate	119	30	59,5	30
PR-4	Classroom 4	Piazza Rosate	64	16	32	20
<b>SE-1</b>	<b>AUDITORIUM</b>	<b>Seminar</b>	<b>100</b>	<b>25</b>	<b>50</b>	25
SV-2	Classroom 2	Via Salvecchio	154	39	77	39
SV-4	Classroom 4	Via Salvecchio	154	39	77	39



<b>T-1</b>	Classroom 1	<b>Via Tassis</b>	<b>300</b>	<b>75</b>	<b>150</b>	75
<b>T-2</b>	Classroom 2	<b>Via Tassis</b>	<b>85</b>	<b>21</b>	<b>42,5</b>	25
CN-1	Classroom 1	Via dei Caniana	220	55	110	55
CN-2	Classroom 2	Via dei Caniana	220	55	110	55
CN-3	Classroom 3	Via dei Caniana	132	33	66	33
CN-4	Classroom 4	Via dei Caniana	216	54	108	54
CN-10	Classroom 10	Via dei Caniana	88	22	44	26
CN-11	Classroom 11	Via dei Caniana	88	22	44	26
CN-12	Classroom 12	Via dei Caniana	66	17	33	20
CN-BERT	Bertocchi Room	Via dei Caniana	60	15	30	15
CN-LB9	Lab. 9	Via dei Caniana	91	23	45,5	26
CN-GAL	Galeotti Room	Via dei Caniana	180	45	90	45

<b>CG1</b>	<b>Youth House Auditorium</b>	<b>Via Gavazzeni</b>	<b>350</b>	<b>88</b>	<b>175</b>	88
<b>CG3</b>	<b>Angels Hall</b>	<b>Via Gavazzeni</b>	<b>130</b>	<b>33</b>	<b>65</b>	33
<b>CG2</b>	<b>Nembrini Room</b>	<b>Via Gavazzeni</b>	<b>100</b>	<b>25</b>	<b>50</b>	25
MR-1	Classroom 1	Via Moroni	176	44	88	44
MR-5	Classroom 5	Via Moroni	90	23	45	26
MR-7	Classroom 7	Via Moroni	99	25	49,5	26
P-1	Classroom 1	Via Pignolo	150	38	75	38
P-3	Classroom 3	Via Pignolo	80	20	40	26
P-4	Classroom 4	Via Pignolo	200	50	100	50
P-7	Classroom 7	Via Pignolo	60	15	30	20
P-11	Classroom 11	Via Pignolo	70	18	35	20
P-12	Classroom 12	Via Pignolo	70	18	35	20





P-13	Classroom 13	Via Pignolo	70	18	35	20
P-15	Classroom 15	Via Pignolo	112	28	56	28
P-16	Classroom 16	Via Pignolo	228	57	114	57
P-17	Classroom 17	Via Pignolo	101	25	50,5	26
P-LAB18	LAB 18 Pign.	Via Pignolo	96	24	48	26
P2-4	Classroom 4	Via Pignolo P. Bernareggi	100	25	50	26

Next to classroom numbers, we must also consider that access to the University premises also implies further safety limitations, such as access to common areas, entrance and exit flux control, use of University services, sanitisation, etcetera.

Stationing in corridors and common areas will not be allowed, in particular, gathering close to automatic food and beverage vending machines will be strictly forbidden.

All this implies that 'in person' access to University areas must be **limited to a fixed quota**, giving priority to didactic activities, which cannot be effectively carried out in any other way.

At present, we don't yet know the number of students who will enrol for the first year of study courses programmed for academic year 2020-2021, and we also don't know the exact number of students who will enrol in coming years. Thus, it seems fit to plan activities by considering the programmed and sustainable number of the various study courses, as established by the Academic Senate of 16 December 2019, together with the previous years' average numbers.

We must also consider that, due to the available didactic offer, the number of study courses doesn't necessarily transfer into an identic number of actual teachings, which determines the classroom capacity. At the moment, though, we can't know the exact number of students enrolled for each teaching, due to the deadlines defined for the presentation of study plans.

For all these reasons, didactic activities will be carried out in class or remotely, depending on the **expected number** of students and following the procedures described below. Such number assessment will be based both on programmed numbers defined for each study course and on attendance numbers from previous years.

The threshold level initially considered to divide between courses provided in class and not, will be of **50 students**. Such number is defined by the following reasons:

1. A threshold of **50 students**, considering also the possibility that some enrolled students may not attend the courses, allows to make available with sufficient safety:
  - 12 classrooms in the Dalmine hub;



- 15 classrooms in the S. Agostino hub;
  - 8 classrooms in the Città Alta hub;
  - 15 classrooms in the Caniana hub;
  - 3 rooms in via Gavazzeni, in Bergamo.
2. This threshold allows to carry out in class many Master Degree courses and the last two years of single-cycle courses (initially excluding Mechanical Engineering Master courses, Planning and Management of Tourism Systems, Management, Finance and International Business, International Management, Entrepreneurship and Finance, Business Economics, Administration Management and Profession, the 4<sup>th</sup> and 5<sup>th</sup> years of Primary Education Studies, the 4<sup>th</sup> and 5<sup>th</sup> years of Law Studies)
  3. This threshold allows to carry out in class many teachings provided within study courses with higher numbers, thus allowing to provide at least some in class teachings and activities even for mainly online courses.

Nevertheless, all didactic activities are provided **also in remote** to allow even students who cannot be physically present (in particular international and off-site students) to access them.

## Study courses with more than 50 students

1. All activities will be carried out in remote learning, with the exception of activities identified by the Departments as necessarily 'in class'. For these, it will be necessary to design *ad hoc* procedures, in accordance with the Classroom programming Office and generally by introducing shifts or replications. The indications elaborated in the following points apply to these activities.
2. Remote learning activities will be provided through platforms and following procedures defined by the University. Such procedures will be described in detail by the University information Services within August 31<sup>st</sup> and will have to favour, as much as possible, the use of even registered contents, facilitating students' access to these.
3. Remote learning activities will be provided mainly using each tutor's individual tools. Only in case of motivated need, and following the relevant Department Director's authorization, it will be possible to carry out didactic activities using technical equipment made available in the classroom; and only after allowing for all planned in-class activities to be correctly carried out.
4. Lesson timetables will have to be planned as to allow lesson accessibility, and with consideration of all the particular procedures entailed by remote learning. It seems fit to include the following:
  - Length of lessons should be limited (approximately no more than 45 minutes);
  - Even when carried out live, lessons should be registered to make them available to students who have problems with broadband connection or who, being non attending students, cannot follow lessons anyway. Access to registered lessons should be made available only to regularly enrolled students, hence favouring



the use of the relevant course Moodle page when uploading and making a registration available;

- in case of a visiting professor's participation, calendars should be organized to favour a homogeneous distribution of lessons over the weeks, to avoid excessive concentration and overlapping with other lessons;
- possible schedule variations should be promptly published in the Moodle area and at the same time the relevant office should be informed.

A list of 'in class' courses and teachings, together with specific access procedures, will be published in September on the University website.

### **Study Courses with less than 50 students.**

1. All didactic activities may be held in class. Nevertheless, a safe access to the premises and group or gathering limitations will have to be guaranteed. Thus, all didactic activities will be planned with limitations to the total number of students present in the various University premises.
2. Also, to reduce the risks connected with travelling to and from the University premises, didactic activities for each study course will have to be concentrated within a limited number of week days (ideally three), distributing these so as to limit as much as possible the total number of people present at one time within the same structure.
3. Didactic activities should preferably be planned in two- or three-hour slots, allowing appropriate breaks for room aeration and even sanitising.
4. Wherever possible, schedules will include different lesson starting times to differentiate student flows, especially in case of close classrooms.
5. Access to the rooms will have to follow procedures defined by the University, which will be promptly communicated before the beginning of lessons.
6. To allow maximum accessibility also to students who may have problems in accessing the premises, even 'in class' didactic activities will be made available in streaming and registered mode. Thus, 'in class' activities will be carried out within classrooms with the appropriate video sharing equipment. Classrooms are currently undergoing an updating and modernisation process, to be appropriately equipped with didactic systems allowing to project and share videos and materials, both in the classroom and in streaming or registered mode.
7. Ideally, all didactic activities for each study course should be concentrated in the same classroom, to limit students' movements and defining a timetable, which limits these as much as possible. To this purpose, it would be appropriate to dedicate a classroom each day to students of the same study course and, in case of alternative teachings, provide them so as to limit as much as possible students'



movements (for example, providing alternative courses to be held at the same times, when possible).

8. Concerning didactic activities held by foreign visiting tutors, these might be provided also in remote learning, in case of limitations affecting teachers' travels towards the University.
9. If it became impossible to provide all teachings 'in class', due to limitations in space access, priority will be given to the following subjects:
  - Those which are common to more students (i.e. mandatory in the study plan);
  - More strongly bounded to the use of laboratory infrastructures.

Imagining that a student may follow on average 30 CFU (ECTs) each semester, made available over three days a week (of course through a very careful planning), counting also on Saturdays, it would be possible to provide in one week all the lessons of two bachelor course contingents (imagining to hold alternative teachings in parallel). Thus, a classroom could be "saturated" to manage almost entirely a master degree course, even including a possible extension of lesson timetables, up to 7.00 pm.

Counting on currently estimated numbers, it would be possible to provide around 15-20 'in class' master degree courses, still allowing classroom availability for other 'in class' activities.

Of course, it remains applicable that, if there should be any actual risk situation, all planned 'in class' activities will go back to being held as remote learning.

The listed indications apply to all courses, with particular attention to Degree, Master Degree and single Cycle courses.

By September 14<sup>th</sup>, Department Directors will present to the University their proposal about which courses should be held in class or remotely, so that the chosen procedure for each teaching can be promptly communicated.

## **Ph.D. Courses**

As for Ph.D. course teachings, they will be held in class, using the rooms not in use by the previously indicated courses.

## **Higher Education and Master Courses**

Concerning Master courses, Higher Education and all other training activities provided by "SdM - Scuola di Alta Formazione", these will all have to comply with the previously listed indications. The "Energia" (Energy) classroom will be made entirely available, at the "Kilometro Rosso" (Red Km) premises, plus additional spaces, still to be assessed, may be



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added within the Kilometro Rosso Professional Centre, if spaces are not available within the University premises.



## Welcome Activities for First year students

Concerning 1<sup>st</sup> year students' activities, entry tests are currently being organized, including:

- Medicine test, expecting 803 candidates;
- Entry test for Primary Education Sciences degree course, expecting around 600 candidates;
- Entry tests for special needs teachers training courses, expecting 1292 total candidates, divided as follows:
  - 22/09/2020, infant school, 43 candidates;
  - 24/09/2020, primary school, 131 candidates;
  - 29/09/2020, 1<sup>st</sup> grade secondary school, 354 candidates;
  - 01/10/2020, 2<sup>nd</sup> grade secondary school, 764 candidates;

A huge organization effort and dedicated spaces are needed for such activities; possible options are currently under assessment, including the use of other spaces in town.

Specific career counselling activities will be organized, even in class, dedicated to 1<sup>st</sup> year students, to favour at best their University life approach. These activities will be carried out with the collaboration of Study Courses and Departments, and will be planned and carried out during the months of September and October.



## **International Mobility, foreign travelling students**

### **Foreign Students and students in international mobility in arrival (EU and Extra EU)**

Relevant offices for these students are:

- Foreign Students enrolled for bachelor degree courses, single cycle master courses or Master degree courses in Italian → Student Service;
- Foreign Students enrolled for Master degree courses in English and travelling students in arrival → U.O. International Programs.

Foreign students' Reception will be diversified from 'in class' students, as it may be influenced by two possible extra factors:

- Time for entrance Visa issuing on behalf of the Consulate delegation
- Possible need for quarantine on entering in Italy.

Hence, activities will be organized as follows:

#### **Before arrival:**

- Preparation of informative material including, in addition to the previously produced one, a part dedicated to sanitary regulations which, following the MAECI and Health Ministry indications, must explain obligations for students in arrival both from Schengen and non- Schengen areas;
- Organisation of at least 2 online informative sessions, specifically dedicated to the different student categories, to inform them of deadlines and compliances required by the University, and of didactic organization for their chosen degree course;
- Selection of student-tutors who, in cooperation with the Student Service and Orientation and International Programs, can support students in carrying out their administrative procedures and in verifying their enrolment progress. These student-tutors (operating around the period between September 15, 2020 and January 15, 2021) will be reachable via email, phone and online meetings.
- Offer of exclusively single room accommodation (with private bathroom) within University residences; as regards Accommodation Service, offers of single rooms, even with shared bathroom, will be preferred.



### **On arrival:**

- Students must communicate to the relevant offices:
  - Expected date of arrival and precise indication of their accommodation;
  - Indication of quarantine period, when required;
  - Any possible needs during this period (i.e. supply provision, medicines, ..).
- Tutors' support will be offered to answer such needs, always in full compliance with current safety regulations;

### **During residence:**

- Organization of 'in class' Welcome Days (limiting participation to a maximum of 30 students), also online (for students who must undergo quarantine or who have not yet arrived in Italy) with the aim of presenting University structures and services;
- Tutoring activities will carry on, including constant online contact, alternated with physical meetings of small groups.
- Extracurricular activities are promoted, in cooperation with students' associations, dedicated to exchange/international students, favouring the best student integration, while still respecting all possible different sanitary conditions.
- Implementation of P.A.S.E. (Percorso di Accoglienza degli Studenti Erasmus – Welcome path for Erasmus Students) platform, with online activities to promote Italian language and culture knowledge. It is confirmed that free intensive Italian language courses will be provided online, between 7 and 30 September 2020, and will be accessible to all students who apply.
- Cooperation with ASST (Local Health Units) to handle any particular sanitary situation.





## Regular exams procedure

Experience over the latest months has proven that it's possible, if limited, to carry out exams in remote mode, and to guarantee an adequate assessment. Problems connected to technical dysfunction or difficulties in procedures have been limited, even considering the high number of exams held.

There have been no critical problems connected to remote oral exams, whereas remote written exams are more complicated, not just for technical issues, which were overall limited, even considering the high number and complexity of the written tests, but most of all due to organizational problems, and the difficulty in finding enough people to effectively supervise correct exam procedures.

Following this, starting from a.y. 2019-2020 September session, regular exams will be held in class, in full respect of distancing and classroom capacity. Any, duly motivated, exception (specially in reference to written tests, due to contingent numbers and available classroom capacity) will have to be authorized by the relevant course Department Director. Only in this case, exams could be held in remote mode.

A remote exam procedure will be allowed also for students who cannot be present in person **due to valid documented reasons**, in particular for students with disabilities or for whom it is impossible to travel to the University.

An appropriate procedure will be defined to safely carry out 'in class' exams, which anyway will also require rotas.

Also, it will be necessary to alert students about the importance of registering for exams. Due to the exams' organizational complexity, behaviours such as non-registering for an exam, and consequent belated registration request, or unjustified absence in a registered exam **will not be tolerated**.

Of course, it remains applicable that, if there should be any actual risk situation, all assessment activities will go back to being held in remote mode.



## Graduation exams procedure

Remote mode procedure for graduation exams has also been tested with positive results, even though the lack of physical presence of both candidates and Commission was undeniably difficult and certainly represents an extreme situation. Thus, the aim is to bring back in class the discussion of Master degrees.

Hence, bachelor degree exams will carry on in the same way as in Phase 2, without the candidate's physical presence. Instead, master degree exams, starting from the next autumn session, will be held 'in class', thus giving candidates the opportunity to present their work, in the University premises, to a Commission meeting in presence. To this end, some aspects need to be specified:

- Due to gathering limitations, physical presence of friends and relatives in University will not be allowed, while they will be able to follow the presentation in remote mode. Only a maximum of two people for each candidate will be allowed access to the presentation room.
- Graduation session Commissioners will participate in presence, with the exception of proven impediment cases, which may be authorized by the relevant course Department Director to participate in remote mode.
- Commissions' procedures will be organized so as to guarantee appropriate safety measures for all members, and according to University defined norms.
- Remote procedure will be permitted, to allow students who may not be able (for documented reasons) to physically reach the University, to take their final graduation exam. In this case, dispensation is up to the individual graduation commission.
- Students with disabilities or DSA (specific learning disorders) may ask, through motivated application to the Students Office, to carry out their graduation exams by remote video connection. If necessary, the ordinary duration of graduation sessions may be extended, to facilitate the study path conclusion.

Of course, it remains applicable that, if there should be any actual risk situation, all assessment activities will go back to being held in remote mode.

For those who graduated in March, April and July 2020, 'in class' diploma award ceremonies will be organised, following procedures to be soon defined and communicated.

It is not now imaginable to organize a Graduation Day for the present year, thus it will be suspended.



## Training and laboratory procedures

Training activities will be carried out 'in class' only when this can be done in compliance with current regulations and, in particular, when the following conditions apply:

- Proof that the work activity for which training is provided is not subject to limitations, with reference to Ateco (economic activity classification) codes and current regulations;
- Due respect of safety measures, ensuring adequate protection levels for the workers to carry out in-company activities (use of personal protective equipment, safety distancing, schedules, etcetera...).
- Presentation, on behalf of the hosting companies, of a declaration guaranteeing that trainees will benefit from the same safety measures applied to workers, and of the company's COVID-19 prevention protocol, plus extra operative safety instructions integrated in the already existing DVR (risk assessment document).

The training project will have to include, even with an addendum in case of extension, mandatory adoption of the relevant safety measures for both hosting body and trainee.

In case of conditions which don't allow to comply with safety and hygiene regulations, 'in person' training and internship activities must be suspended.

In case 'in person' training were not possible, but conditions allow a remote training procedure, this can be carried out online.

If, instead, not even the latter solution was feasible, it will be possible to agree with the tutor on an alternative training activity (laboratory, remote learning activities, case study, etc.) which, combined with a written report, can ensure achievement of specific learning objectives and the relevant CFUs.

Didactic activities, which require the use of scientific campus laboratories, will be organized, as much as possible, in person, fully complying with indications to reduce to a minimum the risk of contagion. In case shared equipment needs to be used, gloves will be required, only while using the equipment.



## Study mobility and abroad training procedures

Students mobility abroad for study or training purposes, both within the Erasmus+ program or following mobility programs established and supported by the University, is authorized in the following conditions:

- national and international sanitary conditions allow regular activities and international travels;
- no further relevant dispositions have been issued by the Italian Government, European Commission, National Erasmus Plus Indire Agency, or by MIUR (Ministry of Education) and/or MAECI (Foreign Office);
- the hosting Partner Institute or company authorizes, accepts and allows regular and agreed mobility procedures, as by inter-institutional agreements.

As for economic aspects, while waiting for a convention with the National Erasmus + Agency to be subscribed, to date, actual financial support for the following cases is still being defined:

- mobility periods involving travelling to the hosting institution's premises and attendance of both in class and online activities;
- mobility periods involving an initial exclusively online attendance, while remaining in one's own country of origin, and a further transfer to the hosting institution's premises to attend 'in class' activities;
- mobility periods involving travelling to the hosting institution's premises with exclusively online attendance;
- self-isolating for the first period of presence in the hosting institution's country.

In all these cases, University of Bergamo will carry out mobility financial support entirely, reserving the right to adjust its behaviour in line with possible diverging decisions coming from the European Union in a further moment, thus providing with its own means to partial or total compensation of contributions not covered by communitarian funds.



## Research activity procedures

### 1. Use of research labs by researchers and teaching staff

Access to research labs is allowed in full respect of number limitations as defined by the University, to contain contagion risks. In case shared equipment needs to be used, gloves will be required, only while using the equipment.

### 2. Abroad mobility procedures for teachers, researchers, fellows and Ph.Ds., and technical-administrative staff

#### 2.1 Mobility in exit

Mobility in exit for teaching and technical-administrative staff, both within the Erasmus+ program or following mobility programs established and supported by the University, is authorized in the following conditions:

- national and international sanitary conditions allow regular activities and international travels;
- no further relevant dispositions have been issued by the Italian Government, European Commission, National Erasmus Plus Indire Agency, or by MIUR (Ministry of Education) and/or MAECI (Foreign Office);
- the hosting Partner Institute authorizes, accepts and allows regular and agreed mobility procedures, as by inter-institutional agreements.

It remains understood that, to reduce inconveniences and possible unpredictable extra costs due to an upsurge of the pandemic, technical-administrative staff should:

- keep promptly informed about sanitary conditions in the country they are travelling to, including potential initial self-isolating measures;
- purchase travel tickets and accommodation which allow for cancellation and refunds;
- if possible, put off the planned procedures to the second semester of 2020-2021.

#### 2.2 Mobility in entrance



Mobility in entrance for teachers, researchers and Ph.D. students coming from abroad, both within the Erasmus+ program or following mobility programs established and supported by the University, is authorized in the following conditions:

- national and international sanitary conditions allow regular activities and international travels;
- no further relevant dispositions have been issued by the Italian Government, European Commission, National Erasmus Plus Indire Agency, or by MIUR (Ministry of Education) and/or MAECI (Foreign Office);
- the Partner Institute of origin authorizes, accepts and allows regular and agreed mobility procedures, as by inter-institutional agreements.

It remains understood that, to reduce inconveniences and possible unpredictable extra costs due to an upsurge of the pandemic, involved subjects should:

- keep promptly informed about sanitary conditions in the country they are travelling to, including potential initial self-isolating measures;
- purchase travel tickets and accommodation which allow for cancellation and refunds;
- if possible, put off the planned procedures to the second semester of 2020-2021.

In the period of residence at University of Bergamo, visiting staff (particularly teachers) will refer, for any need or procedure, to the Department issuing the invitation or teaching contract.

### 3. Missions

- **In Italy**

Both research and institutional missions, on the **national** territory are authorized in the following conditions:

- national sanitary conditions allow regular activities and national travels;
- no further relevant dispositions have been issued by the Italian Government or by MUR.

- **Abroad**

Both research and institutional missions **abroad** are authorized in the following conditions:

- national and international sanitary conditions allow regular activities and international travels;
- no further relevant dispositions have been issued by the Italian Government, European Commission, National Erasmus Plus Indire Agency, or by MIUR (Ministry of Education) and/or MAECI (Foreign Office);



- the Partner Institute of origin authorizes, accepts and allows regular and agreed mobility procedures, as by inter-institutional agreements.

It remains understood that, to reduce inconveniences and possible unpredictable extra costs due to an upsurge of the pandemic, technical-administrative staff should:

- keep promptly informed about sanitary conditions in the country they are travelling to, including potential initial self-isolating measures;
- purchase travel tickets and accommodation which allow for cancellation and refunds;
- if possible, put off the planned procedures to the second semester of 2020-2021.

#### **4. Research Infrastructures**

The University, while defining the guidelines for Phase 3, will give way to an infrastructure development, to facilitate the possibility of remote research activities. The services involved in this development include:

- development of on line library services,
- virtual machines,
- remote access,
- software portal with access to licensed apps,
- storage service.



## Common areas and 'in person' activities access procedure

### Study Rooms

Study rooms are to be used for didactic activities and exams. Considering the current difficulty in guaranteeing safe access, due to the complicated sanitising procedures, these may not be used for individual study.

### Use of shared offices

The use of shared offices is allowed, but in full respect of the general safety norms which specifically include keeping a minimum distance of 1 m and wearing a mask.

Use of shared equipment (pc, phone, etc.) should be avoided; where not possible, sanitisation is recommended.

In case of excessively close positioning, breath protection barriers will be placed.

### Student-teacher meetings

These are allowed both in person, if safety measures can be ensured, or in remote mode.

### Conference and public engagement events Organization

Given the primary need of keeping all available spaces for didactic activities, and of limiting any form of gathering and potential contagion, event and conference organization should be carried out preferably online.

In particular, caution is advised when organizing events for the considered period, due to the difficulty in predicting possible evolutions of the situation.

Classrooms may be **exceptionally designated** to conferences, if free, in a time slot after regular lessons have been held; in this case, organizers will be charged with the cost of classroom rental.

In any case, it would be better to program conventions, conferences, workshops and any other 'in class' event in moments when lessons are **not** held, and checking preventively with the relevant **Ufficio Aule e Appelli** (Exam and Classrooms Office) for available classrooms.





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## **Joint Commissions activity procedures**

Given the difficulties connected to 'in person' procedures, joint commissions' meetings can still be held even in remote mode, thus guaranteeing appropriate safety conditions.



## Technical-administrative activity procedures

Art. 263 comma 1 of L. 77/2020, conversion from D.L. 34/2020 indicates that agile work mode can be applied until 31.12.2020 for 50% of the staff employed in activities which can be carried out in this way, contrary to measures which indicated physical presence in the work place only for “undeferrable” activities, as by art.87, comma 1, letter a) of DL 18/2020; as from September 15, 2020 the effects of art. 87, comma 1, letter a), of DL 18/2020, converted, with modifications, from Law n. 27/2020, which limited staff presence in offices merely to ensure undeferrable activities or that necessarily require presence, will cease.

The University’s intention, in consistency with current regulations and operative indications given by the relevant Ministries, is to combine workers’ interest for agile work with public interest for offices’ correct functioning, while also protecting staff, particularly those with proven sanitary, family and/or logistic needs.

Agile work is extended until 15.09.2020, date in which the effects of art. 87, comma 1, letter a), of DL n. 18/2020, converted, with modifications, from Law n. 27 del 2020 will cease, with the agreement that Administration will immediately give way to a procedure, analysing and defining the essential criteria to identify staff who can be assigned to agile work, in accordance with trade union organizations and in full respect of current regulations.

To the purpose of gradually reactivating all academic services, there will be a redevelopment of those essential and undeferrable services which must be guaranteed in person, and which are listed below:

- 1) Head of Department activities in support of teaching staff;
- 2) Distance learning and online dissertations;
- 3) IT network maintenance and monitoring of electric and hydro sanitary equipment;
- 4) IT support services;
- 5) Website management;
- 6) Rector and General management support services;
- 7) Logistics department;
- 8) RSPP Service;
- 9) Switchboard and support services;
- 10) Services, which include fulfilment of undeferrable administrative and fiscal, accounting obligations;
- 11) Staff management;
- 12) Library loaning and return activities;



- 13) Assistance services performed by Ateneo Bergamo Spa to ensure activities listed in points 2) and 3).
- 14) Students' Help desk activity;
- 15) Support and surveillance activity for 'in person' exams and competition tests.

All offices must guarantee daily staff presence to answer internal and external users' requests.

While awaiting further definition from the relevant Ministries, the here-illustrated guidelines will be reviewed and updated in consistency with new indications, when available.

## Public Calls

Call procedures may also be carried out in person. Depending on the number of candidates, organization measures will be defined case by case, always respecting general indications in terms of social distancing and prevention norms.

Depending on the number of candidates, there will be specific indications about classroom distribution, access, and procedures to leave the rooms when the test is over.



## Final instructions

### **FIVE rules for going back to University safely**

1. In case of acute respiratory infection symptoms (temperature, cough, cold), DO NOT come to University. Temperature measurement is NOT necessary when entering the University premises. Hence, it is up to individual responsibility to keep track of your own health conditions.
2. When inside the University common areas (classrooms, labs, common areas etc.) always wear a mask, covering nose and mouth.
3. Follow indications shown on public signs.
4. When in class, only sit on allowed seats (the NOT allowed ones will be marked), avoid gatherings (specially in entrance and exit) and physical contact.
5. Wash your hands frequently or use the sanitising gel dispensers to always keep them clean; avoid touching your face and mask.