



University of Milano-Bicocca

COVID-19 EMERGENCY – PHASE 2

GENERAL POLICY

Introduction

With the issuance of Prime Minister's Decree of 26 April 2020, our country officially entered Phase 2 of the crisis triggered by the Covid-19 epidemiological emergency.

Universities will continue to be subject, until the end of the epidemiological emergency, to the provisions of Art. 87 of Law-Decree no. of 17 March 2020 (as amended and updated) with respect to flex-work, as well as Directive no. 2/2020 and Circular no. 2/2020 of the Ministry of the Public Administration.

This phase will usher in the relaunch of certain activities pursuant to applicable regulations, and in full compliance with all safety rules.

Building access

During Phase 2, access to University of Milano-Bicocca buildings shall be strictly reserved to teaching and research staff (research fellows, scholarship recipients, consultants, doctoral candidates, upcoming graduates in the Master's degree programme) and to technical and administrative staff. Generally, during this phase, it will be preferable to restrict the following persons from campus:

- 1) those who get around solely by public transportation
- 2) those with underlying health concerns that present risk factors for infection
- 3) those with children, elderly adults, or disabled family members as dependants

Access by teaching and research staff, and by laboratory personnel, shall only be permitted insofar as needed to carry out teaching and research activities that cannot be undertaken remotely.

The number of daily accesses must be capped by the Department Director in order to limit access to campus; only a limited number of persons are allowed into laboratories and the instructors' offices on any given day. The maximum number of persons present in the department is coordinated by the Director along with the Rector's Deputy for Health and Safety.

Other technical-administrative staff will be allowed onsite in shifts, on a rotation, as determined by each Area Director. The number of daily accesses is determined by the General Director, with the advice and consent of the Rector's Deputy for Health and Safety.

Student access shall be limited during this phase to doctoral candidates, and to Master's degree students who are developing a thesis requiring a physical presence in the laboratory or in other campus facilities. Such access shall be coordinated with the lead instructor and the Department Director.

For external personnel from in-network entities (e.g. CNR, INFN) or academic spin-offs and start-ups, they must secure a permit prior to coming onto campus from the related Department Director, and send a request (in the manner described below) to: personale.serviziesterni@unimib.it

Contractors and other service providers shall send a request (in the manner described below) to: personale.serviziesterni@unimib.it

Method of access

Any personnel needing to come onto campus must send an email no later than two (2) hours from their desired time of entry to one of the following addresses:

- Technical-administrative staff: ufficio.gestionepresenze@unimib.it
- Teaching and research staff: gestione.docenti@unimib.it
- Adjunct faculty: professoriacontratto@unimib.it
- Other personnel (fellows, scholarship recipients, research assistants, tutors, etc.): collaborazioniesterne@unimib.it
- Doctoral candidates, Master's degree students, outsourced professionals (e.g. CNR, INFN., start up, contractors and service providers): personale.serviziesterni@unimib.it

The email must set forth, in addition to one's first name and surname, the following information: position/title, the building and floor/office in which you habitually work, the requested hour of entry (which can be no later than two hours from receipt of the email) and an affidavit that they have taken their own temperature and found it to be below 37.5°C. The text of the email must be read, if requested, upon entering the buildings, but only by those persons not required to receive a stamp upon entry.

Before entering their office/lab, staff will be **required** to pass through one of the four temperature-scanning checkpoints.

Checkpoint 1 (Building U6):

Employees who work in buildings U6, U7, U12, U14, U16

Checkpoint 2 (Science Gallery):

Employees who work in buildings U1, U2, U3, U4, U9

Checkpoint 3 (Building U5)

Employees working in building U5.

Note the entry to U5 is restricted to badge-holders.

Checkpoint 4 (Building U8)

Employees who work at any building on the Monza campus.

The checkpoints are open Monday-Friday, from 7:30 a.m. to 5:00 p.m.

Campus access shall only be permitted Monday-Friday, from 7:30 a.m. to 5:00 p.m. No one may enter the buildings after 5 p.m., or on Saturday.

Body-temperature scanning

At the checkpoints, temperatures will be measured using an infra-red thermometer by first-aid staff and Italian Red Cross volunteers, as coordinated by the Office of the University Physician.

Should the worker's temperature be above 37.5°C, the worker will not be allowed on campus. The person shall in such cases, and without exception, be provided a mask and gloves to return safely to their home. The worker must report the incident to their supervisor, and contact their GP. The checkpoint staff will then report the worker's name to the Office of the University Physician so that all appropriate steps might be taken.

Provision of masks

The University will make masks available to staff. One may not access or move about any university building unless wearing a mask.

Campus opening hours

The campus will be open from 7:30 a.m. to 8:00 p.m., Monday-Friday.

Access to buildings from the ground-floor entrance

- Science Gallery: one set of doors on the plaza side will allow persons to head down to the healthcare checkpoint, whilst the other doors will be designated exit-only.
- U1, U2, U3, U4, U9B, U14, U16, U18, U28 Entrance locked, access by badge-reader (if available) and/or by showing a self-certification to the doorman;
- U5, U17 Entrance locked, access via badge reader;
- U6 Entrance and Exit on the Piazza dell'Ateneo Nuovo side unlocked; the doors on Via Pirelli may only be used as an exit, and only during the canteen and meal-card desk hours of operation;
- U7 Piazza dell'Ateneo Nuovo doors unlocked;
- U8 Main entrance unlocked, exit from U18 and U38 only;
- U9 Entrance unlocked;
- U12 Exterior doors near the café open to access the U12 canteen; Doors granting access to the third floor likewise unlocked;
- U24 Entrance locked, access to authorised persons upon presentation of a self-certification at the U14 security office;
- U16 Entrance locked, access to authorised persons upon presentation of a self-certification at the U16 security office;
- U27, U36, U48 Entrance locked, access by authorised personnel only; - U26, U46 Buildings locked;

- U38 Entrance to the 5th floor locked (entry using badge reader); doors to the other floors unlocked.

Building access from the Garage

In U6, the underground walkway from the garage to buildings U6 and U7 closed.

The external (students) car park at U8 is closed.

The lift access to the upper storeys in U5 is closed; stairway access only to the checkpoint on the ground floor.

The underground walkways from the garage into the buildings on Piazza della Scienza are open.

Common areas and spaces

As a rule of thumb, common areas of transit are sufficiently wide to avoid congestion and to maintain proper “social distancing”. To the extent possible, pathways have been marked as “one-way” using signage or markings directly on the floor.

Flooring and furniture in the common areas are being cleaned and disinfected using suitable products; air-circulation systems, both in terms of primary air as well as heating and air-conditioning ducts, are being periodically sanitised.

Toilets are frequently disinfected; everyone is advised to take care to avoid queues or other clusters of persons forming. All toilets will have proper hand-washing guidelines posted.

Any customer-service window or desk will be fitted with a plexiglass barrier, as well as cleaners and disinfectants to clean countertops and keyboards at shift-change. Near the front office, notices are posted and floors marked to guide everyone to respect minimum-distance requirements.

Disinfectant, masks, personal protective equipment, gloves, hand sanitiser

Hand-sanitiser dispensers are located at the entrance to each building, and on each floor, as well as at all entrances to libraries and the main common areas.

“Surgical” type masks are made available at all entrance checkpoints at the previously identified buildings, from Monday-Friday, from 7:30 a.m. to 5 p.m., upon entry. Everyone can have a new mask each day.

The Health and Safety Office will provide all Department Directors and Area Heads a filtering facepiece (FFP2) and gloves upon request. These devices will be made available for those operations contemplated in “Operating Procedures for the use of safety devices as a containment measure against the spread of Covid-19, and for the use of personal protection equipment” as directed by the Health and Safety Office.

The INAP area will provide Department Directors and Area Heads liquid spray to disinfect keyboards and laboratory counters and equipment.

The methods of using devices are illustrated by the University Physician, and by the operating procedure generated by Health and Safety Office, which is available at the following link

<https://www.unimib.it/ateneo/covid-19-istruzioni-sicurezza>

Office work

At this phase, work in administrative offices or in instructor/researcher studios or offices is only permitted where one person is in the room at any given time. Rotation of staff in offices and studios must be agreed upon with the Area Head and the Department Director.

Work spaces and stations are disinfected every day. A door hanger will be provided. Place the door hanger green-side out before heading home, and the custodial staff will clean the office; upon your return, flip the door hanger to the red side.

Within the office, you are free to remove your “surgical” mask. Be sure to replace your mask if any other person enters the office, however briefly. They must also wear a mask and maintain a social distance of at least one metre.

With respect to the general-management office, and other locations (including department areas) where the public generally is admitted, public access will be restricted for the time being for public health and safety reasons. Exceptions shall be made in extreme circumstances and emergencies where entering into direct contact with another person cannot be avoided or postponed. In such cases, proper social distance must be maintained, and personal-protection measures observed.

To carry out the aforementioned activities, the following priority order of communication methods should be used: email, telephone, videoconferencing.

Working in a laboratory

At this phase, more than one person may work in the laboratory, provided they wear a mask (either a “surgical” type mask, or filtering facepiece - FFP2 - the latter is provided to individual departments). You must, without exception, maintain a social distance of at least one metre, and ensure the areas have proper air circulation. As a rule of thumb, a maximum of two (2) persons are allowed to work in a laboratory with a surface area (footprint) of up to 40 m². Larger labs may be accessed by more people, provided that same person-to-surface-area ratio is used.

Laboratories are routinely cleaned and disinfected, with the exception of any counter on which scientific equipment is placed, which instead must be sanitised by the research and technical personnel before and after use. For such purposes, staff should use disinfectant spray (available from their own Department).

Meetings

Meetings of all collegial bodies, and indeed all other meetings, shall continue to be held online.

Moving about the campus

Everyone must wear a mask, and follow all posted signs and floor markings (intended to ensure proper distancing is maintained) when in any hallway, toilet, lift, or common area on campus. One must avoid gathering in any common spaces (e.g. dining spaces, lifts, toilets) whilst maintaining at least one metre of social distance. Plan, if possible, to take breaks (such as a coffee break) alone; if taking a break with a colleague, wear a mask, keep the break short, and maintain social distance.

Academic activities

All academic activities continue to be provided via remote learning, including exams. On the other hand, all graduation sessions (with a maximum of two persons, instructor and technician, both of whom must wear surgical masks, present) will be held in person.

Front-office operations

Persons who provide front-office services to the public or campus personnel must always wear a “surgical” mask. Front-office services must be provided from behind a protective plexiglass panel. Proper social distancing must be maintained. Regardless of whether gloves are provided, frequent hand washing or hand sanitising (using a disinfectant gel) is strongly encouraged. All customer-service windows and desks will be equipped with cleaners and disinfectants to clean countertops and keyboards at shift-change as well.

Libraries

Starting on 11 May, certain services at the library located in U6 will be relaunched. Details on accessing the services will be provided.

Canteen/Cafeteria

The canteens located in Buildings U6 (floor – 1) and U12 will be reopened, along with a take-away point in U6 (café - meals must be ordered in advance). All café and other dining services will remain closed.

The canteen and take-away point will be open 11:45 a.m. to 2:45 p.m; access will be scheduled using the Ufirst app, available for both Android and iOS devices, as described in the instructions available at: <https://it.support.ufirst.com/>

Once the app is installed, you must register by providing a user name, email, and selecting a password. Thereafter, within the app, you must select the city of Milan and — in the banner scrolling at the top of the screen — the “Instruction” category; then select our University to be able to view the three available files, which correspond to the two canteens and the take-away point for pre-ordered meals. The app allows you to “take a virtual number” to queue up for the desired queue. You are then notified of your place in the queue, and alerted as your turn approaches. This avoids long queues in front of the entry to the canteen or take-away point.

If you are booking a take-away meal, the app will show you that day’s menu. To order your meal, send an email to ristorazione.bicocca.fms.it@sodexo.com by 10 a.m. Later, you must “queue up”

virtually using the Ufirst app before picking up your meal (during the hours of 11:45 a.m. to 2:45 a.m.) at the café located in U6.

First aid points

1) should anyone on campus develop a fever or any symptom of respiratory infection, they must immediately report their condition to office staff, and to the university physician at: medico.competente@unimib.it

A contemporaneous report shall be submitted to HR: idoneita.mansioni@unimib.it

2) those who have tested positive for COVID-19 must provide certification of two negative tests, which must be submitted to: medico.competente@unimib.it

3) Campus access shall be denied to anyone who has had contact with someone testing positive for COVID-19 in the previous 14 days.

For more information

Please write to: covid19@unimib.it