

GUIDELINES AND OPERATING INSTRUCTIONS FOLLOWING THE DPCM - Safety measures for returning to the University from 26 October 2020

This document concerns the general organizational guidelines and the operating instructions on prevention and safety measures in the University starting from 26 October 2020, in accordance with the provisions of the Prime Minister's **Decree** 13, 18 and 24 October 2020 and by Regional Ordinances n. 620 and 623 of 16 and 21 October 2020, having consulted the Regional Committee of the Lombard universities through short notice, in accordance with the content of the **Ministry of Education, University and Research statement** of 30 July 2020, the **Conference of Italian University Rectors (CRUI) statement on the procedure for the return of university teaching activities for the 2020/21 academic year** of 26 June 2020, the **Prime Ministerial Decree** of 7 August 2020 and **Attachments 18-19** and the **Framework protocol for prevention and the protection of public employees in workplaces in response to the COVID-19 health emergency** of 24/7/2020.

The university has set out procedures designed to ensure that all activities can resume as effectively as possible and – as part of normal relations and where applicable – has worked with the various trade unions, as per the Ministry of Education, University and Research statement of 30 July, also known as Protocol No. 2833.

The Crisis Committee remains in place to monitor and update the university's operational prevention and safety measures.

In accordance with the instructions issue, in PHASE 3 the university is changing the way teaching activities are organised for the first semester of the coming academic year. This new model will remain in place for as long as the COVID-19 restrictions last.

MODIFICATIONS TO CONTAINMENT MEASURES AT THE UNIVERSITY

The following core principles – the same that have guided all decisions and technical choices – apply for all campus activities:

1. physical distancing;
2. strict hygiene in terms of hand washing, staff hygiene and spaces;
3. The ability of the local public health and hospital services to check and respond to situations, in accordance with the guidelines set out by the university doctor.

The university has set out specific measures spanning systems, organisation, prevention, protection, hygiene and communication. These are specific to the university context and acknowledge the criteria identified by the Scientific and Technical Committee for sector protocols, with reference to the guideline documentation issued by ISS and INAIL, including:

1. The risk of congregation and crowding and the possibility of preventing this effectively in individual locations and as regards access to these;
2. The proximity of people (e.g. students, lecturers, staff etc) in static contexts (e.g. stationary people in fixed positions), dynamic contexts (moving people) and mixed contexts (simultaneous presence of people in fixed positions and moving people);
3. The recommendation to keep using masks;
4. The risk associated with the main methods of transmission (droplets and contact), particularly as regards droplet contamination via contact surfaces;
5. The guaranteed possibility to ensure frequent and effective hand hygiene;
6. Adequate ventilation in closed environments;
7. Adequate cleaning and sanitisation of spaces and surfaces;
8. The availability of effective information and communications;
9. The capability to promote, monitor and check the adoption of these measures by creating specific roles.

ORGANISATIONAL MEASURES FOR ACCESS

In Phase 3, access to University of Milano-Bicocca buildings is permitted for lecturers and researchers (research associates, scholarship holders, those with contracts for continuative and coordinated services), technical and administrative staff and external staff from bodies which have agreements with the university (CNR, INFN, spin-offs etc).

Access by research associates, scholarship holders and external staff must be authorised by their line manager, who is responsible for organising any activities on university premises and arranging a location, in accordance with the university safety measures.

During this phase, students permitted to access university buildings include PhD students, post-graduate degree students, Master's Degree students and Bachelor's Degree students who are working on theses that require their presence in laboratories or other university facilities. This must be agreed in advance with their supervisor, who is responsible for organising any activities on university premises and arranging a location, in accordance with the university safety measures.

Access is also permitted for "150 ore" [150 hours] students undertaking teaching and service support activities. This must be agreed in advance with their supervisor, who is responsible for

organising any activities on university premises and arranging a location, in accordance with the university safety measures.

For all other students enrolled on Degree Courses, during the first semester, and for as long as the state of emergency continues, access to the university for attendance of classroom lectures and teaching workshops is limited as per the teaching plan shown at the following link:

<https://www.unimib.it/news/comunicazione-agli-studenti-sullorganizzazione-della-didattica-del-primo-semester> . This contains information on teaching times for the various Courses of Study.

Access to the university for library services is also permitted, in accordance with the specific organisational measures and procedures set out at the following link:

<https://www.biblio.unimib.it/it>.

Access for international students is regulated by a specific university procedure set out at the following link:

<https://www.unimib.it/internazionalizzazione/mobilita-internazionale/faq-emergenza-covid-19>.

Access procedures

You are FORBIDDEN from entering University of Milano-Bicocca premises if:

- you have been placed in quarantine or home isolation by the health authorities;
- you are aware that you have come into unprotected contact with a person with COVID-19 in the previous 14 days;
- you have any of the following symptoms: cough, sore throat, shortness of breath, diarrhoea and/or vomiting, fever (body temperature of over 37.5°C).

Even if none of the above apply, all staff and students must have their body temperature checked before entering university premises.

The University Doctor will issue a specific training course regarding COVID-19 safety before the start of the upcoming academic year. All staff and students must have completed the course before accessing university premises. The course and useful documentation is available at the following link: <https://elearning.unimib.it/course/index.php?categoryid=6449>

In order to access university buildings, students must complete the authentication procedure by validating their badge using the machines located at the entrance to each building and reserved exclusively for students. In the event that a student does not have their badge with them, access to the university wireless network will serve as proof of attendance.

Teaching staff (including external teachers and tutors) and research staff (holders of research grants, scholarship holders, co.co.co), external staff of affiliated institutions with the University (CNR, INFN, Spin -off, ...), external staff (employees of external companies, suppliers, maintenance technicians, visitors, external collaborators, ...) must fill in the google form provided at the link:

<https://forms.gle/CPUuLY3e2vnZqRC7A>

starting one hour before and no later than one hour after entering the University.

Lecturers and research staff (research associates, scholarship holders, those with contracts for continuative and coordinated services), technical and administrative staff, external staff from bodies which have agreements with the university (CNR, INFN, spin-offs etc) and students are advised to use the Italian government's "Immuni" app, which was developed by the Extraordinary Commissioner for the COVID-19 Emergency in collaboration with the Ministry of Health and the Ministry of Technological Innovation and Digitalisation.

Body temperature checks

Body temperature is measured using scanners at the entrances to the following buildings: U1, U2, U3, U4, Science Gallery, U5, U6, U7, U8, U9, U12 residence, U14, U16, U17, U18, U24 and U28.

Where buildings are not equipped with scanners, individuals will only be able to enter once they have had their body temperature checked at the nearest building equipped with a scanner.

In the event that their body temperature is over 37.5°C, no staff or students will be able to access the building or remain on university premises. Staff must immediately inform their employer of this result via their line manager. They are also advised to contact their doctor for further testing. Reception staff will notify the University Medical Service of the name of the staff member/student so that relevant steps can be taken.

Use of masks

It is compulsory to wear a mask at all times when inside **and outside** university buildings. The mask must be constantly worn even in the classrooms during lessons by both teachers and students. In case the teacher or a student in the classroom needs to drink, they can lower the mask for the time necessary to drink and then wear it again.

Students and external staff must bring their own mask when they come to the university.

Administrative and technical staff, lecturers and researchers (research associates, PhD students and scholarship holders) must also wear a mask when coming to the university. In the event that they forget their mask, they will be provided with one after they have been identified at the reception desks.

If, in exceptional cases (deterioration, damage etc), students and external staff need to replace their mask, the university will take their details and provide them with one at the reception desk.

University opening hours

The university is open from Monday to Friday between 7:30 and 20:00. During periods in which the university is closed, buildings can still be accessed through the use of a badge, provided this has been authorised by a manager/director. Body temperature must still be checked using the scanners, which are available at building entrances 24 hours a day.

PREVENTION AND PROTECTION MEASURES FOR ACTIVITIES IN WORKSPACES

Communal areas and spaces

A physical distance of at least one metre between individuals must be adhered to at all times while at the university. One-way systems are in place in areas where there is a risk of crowding (entrances, lifts, refreshment areas). Posters and floor signage are in place to indicate these.

Any help desks open to the public have been equipped with plexiglass barriers, as well as detergents and disinfectants to be used to clean tables and keyboards during shift changes. Information and floor signage are in place in the proximity of front offices to ensure physical distancing.

All flooring and communal furnishings are cleaned and sanitised by cleaning staff using suitable products. All ventilation systems, including fresh-air systems and heating/cooling systems, are regularly sanitised too.

Toilets are frequently sanitised. Please ensure crowds do not form during use of these services. Informative posters are up in the toilets regarding proper hand washing and the correct procedure for accessing the toilets.

Meetings of collegiate bodies must be held remotely or in mixed mode only for justified reasons in compliance with the University prevention measures. Please ensure compliance with all university prevention measures (distancing, hand sanitisation, use of masks, sanitisation and ventilation of halls and classrooms).

Protection equipment: hand sanitiser, disinfectant, gloves, masks

Hand sanitiser dispensers are located at the entrances to each building and on each floor of the buildings, at the entrances to the library, in classrooms, at reception desks and in the main communal areas.

The cleaning service is responsible for the sanitisation of communal areas (toilets, refreshment areas, library etc), the floors of offices and laboratories and all handles.

The university provides staff with sanitising products and spray bottles for the sanitation of surfaces regularly used in offices (keyboards, mouses, screens etc), in classrooms (desk, lectern etc), in laboratories (equipment, lab benches etc) and libraries (keyboards, tables etc). These products are available in all buildings. They are provided in tanks which can be easily used to fill spray bottles.

The Prevention and Protection Service will provide Department Directors and Area Managers with FFP2 face masks and gloves upon request. These measures are regulated by the "Operational Instructions for the use of safety equipment and personal protective equipment as a measure designed to contain the spread of COVID-19", produced by the Prevention and Protection Service and available at the following link: <https://www.unimib.it/ateneo/covid-19-istruzioni-sicurezza>

(Attachment: *Operational Instructions for the use of safety equipment as a measure designed to contain the spread of COVID-19*).

Offices

During this phase, multiple individuals can work in administrative offices and lecturer/research offices at the same time, provided physical distancing is maintained. Masks must be worn and rooms must be frequently ventilated.

In the event that offices/study areas are shared by multiple people at the same time, it is important to adhere to the following regulations in order to ensure that space is used correctly and **at least one metre is kept between individuals** at all times, during static working and movement inside the offices:

1. one person per desk – it is forbidden for more than one person to work at the same desk
2. desks must be positioned in such a way as to ensure that at least one metre can be kept between individuals during static working
3. only one person can work in offices featuring one or two workstations, while a maximum of two people can work in offices featuring three or four workstations; as regards offices with more than four workstations, the maximum number of people that can work in the office at the same time should be agreed with the Protection and Prevention Service and/or the Delegate for Security
4. individuals are asked to work at the same workstation at all times – if this is not possible it is essential that they sanitise the workstation before and after use
5. in the event that multiple individuals are working in the office at the same time, they must all wear a mask for as long as they remain in the office, which must be ventilated frequently.

Where specific issues arise in relation to the correct use of space, the head of the Prevention and Protection Service and/or the Delegate for Security will decide on the most appropriate solution, having consulted with the Area Manager/Department Director.

Individuals can remove their mask in offices if working along. If anybody else enters an office, both individuals must put their masks on and ensure a physical distance of at least one metre is maintained.

Staff are responsible for sanitising keyboards, mice, computers and telephones and will be given a liquid dispenser. The cleaning product itself will be available on each floor of every building. Please consult the policy on prevention and safety measures in place offices at the following link: <https://www.unimib.it/ateneo/covid-19-istruzioni-sicurezza> (Attachment: *Instructions for ensuring safe working in offices*).

Research labs

During this phase, laboratory work is permitted with more than one person working in the same laboratory, provided all individuals present wear a mask for the entirety of their stay in the laboratory. It is essential that a **safe distance of at least one metre** is kept between the workstations of individuals present, in order to facilitate ventilation. Generally speaking, there should be no more than two people working at the same table or on the same experiment, in accordance with physical distancing guidelines. Where specific issues arise in relation to the

correct use of space, the head of the Prevention and Protection Service and/or the Delegate for Security will decide on the most appropriate solution, having consulted with the RADL and the Department Director.

Tables and scientific equipment must be sanitised by the research and technical staff working in the laboratory both before and after use. This must be done using the liquid sanitiser available through each Department. Staff must ventilate the room every time they sanitise. The cleaning service will sanitise all handles and flooring in the laboratory on a daily basis.

Please consult the policy on prevention and safety measures in place in laboratories at the following link: <https://www.unimib.it/ateneo/covid-19-istruzioni-sicurezza> (Attachment: *Instructions for ensuring safe working in research labs*).

PREVENTION AND PROTECTION MEASURES FOR PHYSICAL TEACHING ACTIVITIES

Organisational procedures for teaching activities can be found at the following link:

<https://www.unimib.it/news/comunicazione-agli-studenti-sullorganizzazione-della-didattica-della-rimo-semester>.

Classroom safety

The majority of the classrooms at Bicocca have fixed seating, meaning that the distance between the seats cannot be modified in any direction. Classrooms should be occupied based on a chessboard pattern in order to ensure a minimum distance of one metre is left between occupants. This reduction in capacity enables us to maintain physical distancing, but as a precaution it is **mandatory for all occupants to wear masks** for as long as they are in teaching facilities. In classrooms where student seating can be moved, seats must be set out in a way that ensures a **minimum distance of one metre between students (shoulder to shoulder)**.

Seats that can be used should be marked with green stickers in order to ensure that the minimum distance of one metre is respected.

Daily sanitisation procedures apply to classrooms and all university spaces open to students, in accordance with the National Institute of Health instructions set out in the “Instructions for the implementation of measures designed to contain the spread of SARS-CoV-2 via sanitisation procedures for non-medical facilities (surfaces, internal spaces) and clothing”, published in a Ministry of Health circular, specifically the *Sanitisation activities in closed environments* section.

Regular ventilation must be ensured in classrooms (for example by opening the windows between lessons and no less than twice a day). **Hand sanitiser dispensers** are available in every classroom, and in all communal areas, allowing individuals to sanitise their hands on entering classrooms. However, the priority remains hand washing using water and neutral soap. Every classroom is also equipped with spray to be used by lecturers to sanitise surfaces.

Communal areas and access flows

The schedule of classroom activities has been organised in order to **reduce entrance/exit flows** and **prevent crowding** outside of rooms. **Entrance/exit routes** have been identified and are enforced using clear signage in order to ensure that students enter and exit in an orderly manner. Informative posters are up in the toilets regarding proper hand washing and the correct procedure for accessing the toilets to avoid crowds forming. Signage has been installed in refreshment areas to ensure physical distancing.

Studio classrooms are not accessible. Open study spaces are accessible but have a limited number of workstations, in order to ensure physical distancing. Signage is in place to enforce this.

Teaching laboratories

The university has taken steps to ensure that the majority of laboratory and hands-on activities can take place in the flesh in full compliance with the safety regulations, recognising such activities as integral parts of quality education. To this end, laboratory activities will be reorganised to ensure that students can enter/exit laboratories and undertake activities in a way that complies with the distancing, hygiene and sanitisation rules and the requirement to use PPE.

COVID-19 Protocols at the link: <https://elearning.unimib.it/course/view.php?id=32976>

International students

The university has organised a package of welcome services and guarantees regarding international students, where such activities are in place. The welcome services have been redesigned to make them attractive while at the same time bringing them into line with the new situation and the measures in place to stop the spread of the virus.

The proposed measures are mainly targeted at the first semester of the 2020/21 academic year. However, in the event that the health emergency continues, these measures may be extended to the second semester of the 2020/21 academic year and beyond, based on the evolution of the pandemic around the world and/or the availability of the vaccine.

All information can be found at the following link:

<https://www.unimib.it/internazionalizzazione/mobilita-internazionale/faq-emergenza-covid-19>

Students working on internships or theses

Bachelor's and Master's Degree students who are working on internships or theses that require their presence in research laboratories or other university facilities are allowed to enter. Students who are working on internships or theses must agree a time for them to come in with their supervisor, who is responsible for organising activities and managing attendance, as well as identifying a location where students will be able to do their work while ensuring compliance with physical distancing requirements and all university safety measures.

PREVENTION AND PROTECTION MEASURES FOR LIBRARIES

Full information on how to access library services safely can be found at the following link:
<https://www.biblio.unimib.it/it>

HEALTH MEASURES

Health emergencies

While at the university, if technical and administrative staff or lecturers/researchers feel unwell and/or feel that they are developing a fever, they must inform the reception desk of the building they are in. If students feel ill, they must notify the lecturer in the classroom or laboratory, who will in turn inform the reception desk. If a student feels unwell outside of a classroom, they must contact the reception desk themselves.

The reception desk will contact the Medical Centre / University Doctor Service and the first-aid staff. The first-aid staff will have suitable PPE, specifically FFP-2 masks and disposable gloves. PPE kits are available at the reception desks, along with first-aid kits and an infrared temperature scanner. The first-aid staff will complete a specific course on dealing with health emergencies during COVID-19. Once the first-aid staff have intervened, they must send a report of what has happened to medico.competente@unimib.it using a special form.

In the event that a member or staff or a student is diagnosed with COVID-19 subsequent to their presence at the university, they must send notification of their diagnosis to medico.competente@unimib.it so that the university can trace any contact they might have had while on campus. Data will be processed in full compliance with the privacy regulations set out by GDPR.

Please be reminded that the campus has a Medical Centre (Building U17, Piazzetta Difesa per le Donne) LINK <https://www.unimib.it/ateneo/tutela-della-salute>
Please do not visit the Medical Centre if you have a fever or any other symptoms associated with COVID-19. Instead, contact the centre by phone or email, providing a contact number.

For all matters and problems relating to the health and sanitisation measures in place (such as an allergy to hand sanitiser or disinfectant), please contact the university medical staff by writing to medico.competente@unimib.it. For the Monza campus, contact Occupational Medicine at the San Gerardo Hospital in Monza. Contact details for the university Medical Centre and Occupational Medicine in Monza will be available at every building reception desk.

Exceptional health surveillance

The university provides “exceptional health surveillance” for employees classed as “vulnerable”, or those that at greater risk of infection due to their age or those that have a suppressed immune system, due to COVID-19, diseases such as cancer, multiple diseases at the same time or having recently had life-saving treatment, all of which can increase the risk level.

The return of “vulnerable employees” will be carefully managed, with all essential protective measures implemented in order to minimise the risk of infection in the workplace.

INFORMATION, COMMUNICATION AND TRAINING

In order to provide information regarding its prevention and protection measures, the university ensures adequate communications towards students, lecturers, technical and administrative staff and external staff via:

the *Coronavirus: information and services* webpage

<https://en.unimib.it/about-us/covid-19-phase-3>

which includes a FAQs section

<https://en.unimib.it/about-us/covid-19-phase-3/coronavirus-phase-3-faqs>

The University Doctor has organised **mandatory online courses** for students, lecturers and other staff, in addition to **specific training on COVID-19** containing all protection and prevention measures and medical intervention steps. Link:

<https://elearning.unimib.it/course/index.php?categoryid=6449>

The university has also installed clear, visible **signage** to help with entrance/exit flows and highlight the safety measures in place to ensure that physical distancing is adhere to in communal areas.

Information policies available detailing the hygiene/health measures (with reference to Attachment 19 of the Prime Ministerial Decree of 7 August 2020) and the measures that must be adopted in offices, research labs and classrooms (Attachment A - Student Poster: five rules to ensure a safe return to university classrooms) and **in teaching laboratories**.

Information policies are also available for external staff, in addition to documentation regarding accessing the university.

A cartoon for students is created at the link: A cartoon for students is created at the link:

<https://youtu.be/hs-uHYCCufU>

For more information, contact covid19@unimib.it

Rector's Delegate for Prevention and Security
Professor Claudia Riccardi

University Doctor
Professor Michele Augusto Riva

Prevention and Protection Service Manager
Antonino Arduca

ATTACHMENT A - STUDENT POSTER

FIVE RULES TO ENSURE A SAFE RETURN TO UNIVERSITY CLASSROOMS

1. If you have symptoms of an acute respiratory infection (temperature of 37.5°C or over, cough, cold), **DO NOT** come to the university. In the interests of prevention, body temperature scanners are located at the entrances to the university. Nonetheless, all individuals are responsible for assessing their own health status.
2. When in communal university areas (classrooms, laboratories, communal areas etc), **always wear a mask** that covers your nose and mouth.
3. Follow the instructions shown on **signage and contained in the information provided by the university and lecturers**.
4. In classrooms, only sit in **available seats** (these will be indicated by **green stickers**), avoid crowding (particularly when entering and exiting the room) and avoid physical contact.
5. **Wash your hands often** or use the **hand sanitiser** provided to keep your hands clean; avoid touching your face and mask. Bring hand sanitiser with you.

ATTACHMENT B - INFORMATION ON

THE PRIME MINISTERIAL DECREE OF 7 AUGUST 2020, ATTACHMENT 19 ON HYGIENE/HEALTH MEASURES

Attachment 19 on hygiene/health measures

1. wash your hands regularly. We recommend providing hand sanitiser in all public places, gyms, supermarkets, pharmacies and other areas where people gather, in order to promote hand hygiene;
2. avoid close contact with people suffering from acute respiratory infections;
3. avoid hugs and handshakes;
4. maintain a distance of at least one metre during all social contact;
5. practise good respiratory hygiene (make sure you sneeze and/or cough into a tissue and avoid touching any respiratory secretion with your hands);
6. avoid sharing bottles and cups, particularly during sporting activity;
7. do not touch your eyes, nose or mouth with your hands;
8. cover your mouth and nose if you sneeze or cough;
9. do not take anti-viral or antibiotic medicine unless prescribed by your doctor;
10. clean all surfaces with a chlorine- or alcohol-based disinfectant;
11. We strongly recommend that a face covering is worn during all social contact as an additional measure to other individual hygiene/health protection measures.