Operating guidelines for SARS-CoV-2 anti contagion measures

Note: this is an extract of Chapter 7 from the full version in Italian for the convenience and information of the University’s foreign community. For paragraph references other than this Chapter 7, please see Italian version.

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7.1 General protocols applicable to all activities
Below are some general actions and recommendations to be implemented daily in emergency conditions associated with the SARS-CoV-2 viral epidemic in all work environments.

7.1.1 Management of accesses

7.1.1.1 Ruling of accesses
With the “update of the operational guidelines for the gradual resumption of institutional activities after the Lockdown. Validity 3-30 June 2020” issued by the University, the opening hours of the premises are back to normal. This timetable is confirmed in the validity period of this protocol.

With the update of the Guidelines approved by the Bodies in the sessions of 31 August 2020, all staff who carry out teaching and/or research activities (professors, researchers, language readers, post docs, doctoral students, fellows, undergraduates, contractors, technicians) are allowed access to the respective University offices, without prejudice to the provisions on distancing provided for in this protocol.

As for the Technical-Administrative staff, with the approval of Law n. 77/2020, the Public Administration is oriented towards the resumption of all activities with the provision of the presence of personnel in the workplace no longer correlated with urgent and non-deferrable activities. The rule, therefore, provides for the maintenance of remote work but an update of the activities that can be carried out in this way to ensure the continuity of the administrative action and the speedy conclusion of the pending procedures.

To the activities that can be provided with the aforementioned methods and guarantees, the law provides for the dedication of 50% of the personnel employed in them. This means that there is no automatic application of the aforementioned percentage to all staff in service, but only to those who carry out activities that can be provided also remotely and excluding therefore the latter. For more details, refer to the section of the Update of the “Operating Guidelines for the gradual resumption of institutional activities after the Lockdown” dedicated to this aspect.

All workers who belong to a high health risk category are safeguarded. With regards to the ways in which such risks are assessed see par. 8.1.

The "Return to safety" framework protocol agreed between the Minister of Public Administration and the Trade Union Organizations on 24 July 2020 provided for the temperature of internal staff and external
users to be measured upon access to the workplace by means of suitable instruments that ensure adequate spacing. Therefore, the institution of self-certification is no longer envisaged.

7.1.1.2 Access mode for staff and the public

- In order to make social distancing more efficient, where possible, steps have been taken to separate the flows entering and leaving the buildings, or in any case to separate the two flows within the same single passage with tape.
- Crowding is also reduced through a reshaping of schedules and shifts.
- In case of fever over 37.5 °C or other flu symptoms, one is not allowed to go to the workplace, and it is mandatory to stay at home, informing the employer, the family doctor and the health authority.
- The employer, or their delegate, informs in advance the staff and those intending to enter the premises that access has been denied to those who, in the last 14 days, have had contact with subjects who tested positive for COVID-19.
- Access to the buildings is subject to control of body temperature. If the measured temperature is higher than 37.5 °C, access to the workplace will be denied. All persons in such condition, in compliance with the measures detailed below will be temporarily isolated. They should not go to the emergency room but must contact their family doctor as soon as possible and follow their instructions.
- The temperature can be detected by means of an automatic thermal scanner or using a remote thermometer by the personnel assigned for the purpose. The data of the survey must not be recorded except in cases where it is necessary to document the reasons that prevented access. For the safety procedures relating to the personnel assigned to measure the temperature, see par. 7.8.5.
- The entry into the University of workers who have previously tested positive for COVID 19 infection must be preceded by a prior communication concerning the medical certification showing the that the swab was negative in the manner provided by the current laws.
- Before accessing the workplace and all University premises, individuals must thoroughly sanitize their hands using the special dispensers already installed at the entrance and in other parts of the buildings and use surgical masks at all times.
- Frequent and thorough hand cleaning is recommended throughout the work activity and cannot be replaced using gloves.
- When, in spite of a reorganization of the work activity, it is not possible to maintain the minimum distance, it is necessary to introduce elements of separation between people or the use of other devices such as FFP2 half masks without exhalation valve or equivalent.
- Staggered entry and exit times are favoured in order to avoid contact in common areas as much as possible.

7.1.1.3 Access mode for contractors

This paragraph deals with all those contractual activities, both continuing and one-off, which require access to the University premises for carrying out maintenance, repair, testing, etc.

- The contractors must, in any case, comply with the contents of the regulatory protocols of the measures to combat and contain the spread of the SARS-CoV-2 virus in the workplace (DPCM 11 June 2020, Annex 12), on construction sites (DPCM 11 June 2020, Annex 13), in the transport and logistics sector (DPCM 11 June 2020, Annex 14).
- The contractors must be made aware of the security measures referred to in this protocol.
• The Sole Managers of the Procurement Contracts Process inform the Employers of the contracting companies of the contents of this protocol and acquire a self-certification from the Employer certifying the adoption by the company of the minimum protection protocols referred to in DPCM 11 June 2020 and annexes and the anti-contagion security protocol referred to in Ordinance n. 62 of 8 June 2020 by the President of the Regional Council of Tuscany (see page).

• The RUPs, DECs and contracting directors coordinate with the contract managers in order to harmonize their respective company procedures and monitor compliance with the provisions of this protocol also by the workers of the contracting companies present in the University premises.

7.1.1.4 Access mode for external suppliers

This paragraph deals with sporadic activities in which access to the University premises is required for a very short time, for example for the delivery of supplies.

• If possible, drivers of means of transport must remain on board their own vehicles.
• If it is necessary to carry out loading and unloading activities, before accessing the University premises, the transporters will be subjected to body temperature control or, if this is not possible, they will issue a substitute declaration in the manner described for the access of the employees.
• The transport personnel must wear a type II medical face mask (surgical masks) in accordance with the UNI EN 14683: 2019 standard or equivalent, keeping an inter-personal distance of 1.8 m.
• The personnel of external bodies or companies who access the University premises on the basis of research or technology transfer conventions, must in any case comply with the contents of the regulatory protocols of the measures to combat and contain the spread of the SARS-CoV-2 virus in the workplace (DPCM 11 June 2020, Annex 12), on construction sites (DPCM 11 June 2020, Annex 13), in the transport and logistics sector (DPCM 11 June 2020, Annex 14), as well as the measures referred to in this protocol.
• The employers of the bodies or companies who maintain a regular business relationship with the University must be made aware of the security measures referred to in this protocol.
• The Managers for the purposes of the Safety of the structures who have entered into agreements of affiliation entitling the access to inform the Employers of the contracting companies of the contents of this protocol.
• The Work Safety Managers and the RADR coordinate with the managers of the affiliated body in order to harmonize their respective company procedures and monitor compliance with the provisions of this protocol also by the workers of the affiliated entities present on the premises of the University.

7.1.1.5 Access by personnel from external entities or companies to the University premises

• The staff of external entities who access the University premises on the basis of research or technology transfer agreements or other agreements of the same type, must comply with the contents of this Protocol.
• The Work Safety Managers of the structures who have stipulated the deeds that entitle access to the premises of the University of Florence inform the Employers of the bodies or companies involved of the contents of this protocol and acquire a self-certification of the Employer who certifies the adoption by the entity or company of the minimum protection protocols referred to in the Prime Ministerial Decree of 11 June 2020 and annexes and, if the entity or company is based in Tuscany, of the anti-contagion security protocol pursuant to Ordinance n. 62 of 8 June 2020 by the President of the Regional Council of Tuscany (see Appendix 8).
• The Work Safety Managers and the RADR coordinate with the managers of the affiliated body in order to harmonize their respective company procedures and monitor compliance with the provisions of this protocol also by the workers of the affiliated entities present on the premises of the University.

7.1.1.6 Staff of the University of Florence located in other entities or companies

• Before authorizing the presence of personnel of the University of Florence in the premises of other bodies or companies, the respective Work safety Managers purposes acquire a self-certification from the Employer certifying the adoption by the body of the protocols of minimum protection pursuant to the Prime Ministerial Decree of 11 June 2020 and annexes and, if the host organization or company is based in Tuscany, the anti-contagion security protocol referred to in Ordinance n. 62 of 8 June 2020 by the President of the Regional Council of Tuscany (see Appendix 9).

• The Work Safety Manager authorizes staff to go to the premises of other entities only after making sure that the protocols adopted by the host organization guarantee levels of protection comparable to those referred to in this Protocol.

• The presence of personnel of the University of Florence at the premises of Employers who have not adopted the minimum protection protocols referred to in the Prime Ministerial Decree of 11 June 2020 and annexes and, if the headquarters is in Tuscany, of the anti-contagion security protocol referred to in Ordinance n. 62 of 8 June 2020 of the President of the Regional Council of Tuscany.

7.1.1.7 Access to the Libraries

Access to the Libraries will always be by reservation for all services, except for the return of borrowed books (in a special box at the entrance, which will be subjected to a 48-hour quarantine).

Users with a confirmed reservation will still have to wait for their turn at the entrance, spaced as per the COVID-19 anti-contagion legislation, according to a quota appropriate to the single library location and clearly communicated.

Users will be able to enter and stop in the premises only if they wear the surgical mask correctly and have disinfected their hands with sanitizing solutions made available by the University. They must also identify themselves and comply with the temperature detection procedures provided for by this anti-contagion.

 Gatherings are prohibited and, where possible, the entry and exit routes from the various rooms will be differentiated and indicated by special signs.

For the use of the lifts see par. 7.1.2.

7.1.1.8 Students’ access

7.1.1.8.1 Access to in-classroom lectures

Taking into account the recent epidemiological developments, a rigorous control of the access of students and all staff to university sites has been set up, ensuring compliance with the capacity of the classrooms, the prevention of any form of gathering and the detailed and rigorous tracking of attendance of buildings and classrooms.

The capacity of the classrooms has been reduced in order to ensure compliance with the minimum safety spacing of 1 m. To this end, the places available and those in which it is forbidden to sit have been marked in all the classrooms.
Access to in-person lectures will be granted exclusively to students who have explicitly requested it through a questionnaire, and which fall within these categories:

- 1st and 2nd year students of a bachelor’s degree.
- 1st, 2nd, 3rd, 4th and 5th year (only for Medicine and Dentistry) of the combined cycle master’s degrees,
- 1st-year students of master’s degrees.

All other students can attend their lectures remotely. Students who are not on par with their career, those who transferred from another university and student enrolled in single courses can only attend remotely.

If the number of students in a course who have asked to attend in-person is greater than the capacity of the classrooms, rosters will be implemented.

Access will be regulated in almost all sites by automatic temperature detection systems using personal university ID such as a student card, badge, or other systems that can be exported to a mobile phone. These systems automatically track entrances and prevent them when one or more access requirements are missing. In the absence of these systems, or if their implementation takes place after 15 September, control will be guaranteed by designated personnel.

It should be noted that students who are not on-par with their studies even if only by one year and all those who have transferred from other universities will have to take all their classes remotely.

Access will follow the procedure explained below:

- The lecture times will be divided into two blocks: one in the morning and one in the afternoon, spaced by an interval of one hour (1-2 pm) during which the classrooms will be sanitized.
- The beginning of the classes and therefore the students' access will take place at staggered times (8.20, 8.30 and 8.40 in the morning and 2.10, 2.20 and 2.30 in the afternoon) in each complex, every day of the week in order to avoid crowds at the entrances and crowding on public transport.
- Students will be divided into homogeneous groups that will remain in the same classroom for the entire duration of the teaching activity.
- Upon access, students will be directed to the room intended for them, where they will remain for the duration of the lessons. The lecturers will be the ones who will move from class to class according to their teaching schedule.
- It will be possible to follow only part of the scheduled classes as well as the whole group of them and leave the classroom before the end of the day's session, but it will not be possible to change classroom.
- It will always be possible to follow the classes online even by those who have chosen the face-to-face mode.
- Between one class and the next (the lesson time will last less than 60 minutes) there is an interval of ten minutes during which the classroom's air will be refreshed by opening the windows and the lecturer's desk will be sanitized together with all the tools used by the said lecturer.
- Students will always remain in the classroom, even during breaks, except to go to the toilets.
- In order to avoid gatherings and for health and hygiene reasons, the use of vending machines for food and beverages and drinking water fountains will not be possible.
7.1.1.8.2 Access to oral exams
The default mode for oral exams continues to be the remote one. For students who explicitly request it when booking the exam, it will be possible to take the exam in person. Students who do not exercise the 'in-person' option will be automatically examined in the remote mode. The procedure will be as follows:

- The in-person examination sessions will be carried out by booking a classroom for fractions of no less than half a day and respecting the capacity of the chosen classroom.
- The calendar of the in-person exams including the names, surnames and student numbers of the students will be transmitted to the concierge or acquired by the system that manages the turnstiles of the building where the chosen classroom is located so that students can access it after being identified.
- Only students included in the list sent to the concierge will be allowed access.
- No more than five students who intend to attend the session as auditors will be admitted. These students must communicate their interest in assisting and the admission procedure will be the same as for the examinees.

7.1.1.9 Written exams
The standard way of taking written exams continues to be the remote one. Students who explicitly request it when registering, it will be allowed to take the exam in person. Students who do not exercise the 'in-person' option will be automatically examined in the remote mode. The procedure is as follows:

- The in-person written exam sessions will be carried out by booking a classroom for fractions of no less than half a day and respecting the capacity of the chosen classroom.
- The lectures will communicate the calendar of the written in-person exams including all the details of the students to the concierge or to the system that manages the turnstiles of the complex where the chosen classroom is located, so that students can access their exam room after being identified at the concierge.
- The said information will be communicated to those in charge according to established methods.
- The in-person exam can take place on paper or on a PC (computer room).

7.1.1.9.1 Access to graduation sessions
- The standard mode for graduation sessions continues to be the remote one. For students who explicitly request it according to the methods and times established by the Schools, it will be possible to take the final graduation exam in person. Undergraduates who do not submit this request will be examined in the remote mode.
- Each graduating student will have the opportunity to invite two guests, whose names will be communicated according to the procedures and times established by the School.
- The President of the Graduation Board books a classroom with sessions that take up half a day (morning or afternoon) regardless of the number of candidates, choosing the room based on the number of candidates and guests for the half day session.
- The list of candidates and guests is sent to the reception or acquired by the system that manages the turnstiles of the complex where the chosen classroom is located.
- Candidates go to the reception accompanied by their guests (who will not be admitted at a later time) by being identified by the staff or through an automatic reader.
- Persons not included in the list will not be authorized to enter.
• No gatherings are allowed outside the buildings or near them. any form of celebration is prohibited both inside and outside the university buildings,
• Regarding the proclamations without discussion of the thesis with considerable numbers of participants, it is mandatory, in case it is carried out in person, to respect the spacing and therefore to carefully evaluate the number of necessary sessions, agreeing well with the logistics all sanitation measures.

7.1.2 Use of lifts
During the emergency period the use of lifts is authorized only to persons with a disability or affected by a pathology that makes walking difficult. Only one person at a time can use the lift.

7.1.3 Waste management
With regard to solid urban waste, the IstitutoSuperiore di Sanità recommends that in homes where there are no Covid-positive subjects, in isolation or in mandatory quarantine, the procedures in force in the pertaining territory should be maintained, therefore not interrupting the recycling routines. As a precaution all tissues or kitchen towels, masks and gloves should be disposed of in the non-recyclable waste.

As per Note N. 166054 of 8 May 2020, concerning "COVID 19 Emergency - Indications for the production of goods, services and commercial activities, other than those operating in health care, regarding the management of waste consisting of personal protective equipment and other waste produced for the sanitation of environments”, the Environment and Energy Department of the Region of Tuscany provided clarifications regarding the disposal of PPE and waste deriving from the ordinary sanitation of non-sanitary environments.

All PPE utilized by personnel engaged in activities that are not related to healthcare should be disposed of in the non-recyclable waste.

Disposable PPE (masks, disposable gloves, etc.) necessary for carrying out specific and normal work activities, and therefore already in use before the emergency, must be classified according to the usual methods adopted and disposed of as before.

Without prejudice to further and different legal provisions applicable to waste consisting of PPE necessary for carrying out specific and normal work activities, the behavioural recommendations for precautionary purposes are generally valid, such as: use of bags of suitable thickness, possibly using two, one inside the other, if bags of low mechanical strength are available. avoid compressing the bag during packing to let the air out. properly close the bags. use of a mask and disposable gloves for packaging waste and handling bags.

The following indications apply to non-hazardous waste (e.g. residues of paper or fabric or non-woven fabric used for cleaning possibly soaked in detergents and/or sanitizers, personal protective equipment, such as disposable masks and disposable gloves, etc.) produced during the ordinary sanitation activities of non-healthcare environments such as public offices, schools, commercial establishments, etc. where no confirmed COVID 19-positive subjects have stayed.

If the sanitizing company produces municipal waste, the above waste must be delivered in non-recyclable urban waste (EER 20.03.01). All PPE and other material used for the sanitation of rooms and surfaces that also contain cleaning or disinfecting products that are classified as special or dangerous waste need to be disposed according to the laws regulating such waste. Such waste shall be classified and managed in accordance with the rules laid down in the current rules.
In general, subject to further and different legal provisions applicable to waste which, in the normal activity of the company, are to be managed as special waste, the behavioural recommendations for precautionary purposes such as: use of bags of suitable thickness, possibly using two, one inside the other, if only bags of low mechanical resistance are available, avoid compressing the bag during packaging to let the air out, close the bags properly, use a mask and disposable gloves for packaging waste and handling the bags.

The University buildings include areas in which waste similar to urban waste is produced (offices, classrooms etc.) and others where special waste is produced (laboratories, workshops etc.). Therefore, the waste listed above produced by areas/buildings that produce special waste will be disposed of as «special waste, as per legislative decree n. 22 [now D. Lgs.152/2006], produced outside health facilities, with the characteristics referred to in Article 2, paragraph 1, letter d), such as those produced in microbiological analysis laboratories for food, water, or cosmetics, in blood product industries, beauty institutes and similar. Sanitary towels are excluded» and therefore in special containers bearing the code CER/EER 18.01.03

The waste listed above produced by areas/buildings in which waste similar to urban is produced, can be disposed of as non-recyclable municipal waste (EER 20.03.01). It is still recommended to provide, even in such cases, dedicated rigid containers.

7.1.4 Emergency procedures
In organizing the shifts, the Managers for Safety purposes must take into account the composition of the emergency and first aid teams, in order to ensure the presence of an adequate and proportional number of staff.

The emergency and evacuation procedures will take into account the indications for distancing and personal protection to avoid contagion.

7.2 Teaching activity
During the first semester of the 2020-2021 Academic Year, in-person learning will resume, albeit in a controlled manner. The methods are described in specific documents approved by the governing bodies.

Here we summarize the salient aspects related to the prevention of contagion.

7.2.1 In-person lectures in the classrooms
With the beginning of the first semester 2020-2021, face-to-face teaching activities will resume with the access methods described in par. 7.1.1.8.

7.2.1.1 Prevention measures
• For the measures relating to access management, please refer to the provisions for all activities in par. 7.1.1.8.
• For the sanitation of the premises: see par. 5.3.1 (Italian version)
• Workstations must be spaced so that an interpersonal distance of at least 1 m is guaranteed.
• Thorough hand cleaning before entering and exiting and whenever the need arises.
• Access to the premises is strictly limited to authorized persons.
• Properly ventilate the room before the start of classes and during each break.
• Students are to remain at their desk for the entire duration of the block of lectures, including breaks. It is possible to leave the room only to go to the toilets.
• Do not share pens and other objects.
• Clean the desk, keyboards, microphones and any other object used with a cloth soaked in alcoholic solution at each change of lecturer. If the lecture required the use of the white board, clean the same with alcoholic solution after each use. The same goes for markers when used with whiteboards. The sanitation means will be made available by the University.
• In view of the risk of gatherings and the ban on moving from one's place except to go to the toilet, food and beverage vending machines will not be available.
• In view of the risk of gatherings and the prohibition of moving from one's place to the Toilet and the difficulty of safe and effective sanitation, drinking water fountains will not be used.
• Particular attention should be paid by those in charge to the risk of creating gatherings near the toilets during breaks. In the most logistically critical situations, there will be personnel and means to manage access and to ensure that orderly and spaced queues are formed.

7.2.1.2 Protection measures and PPE
• A type II medical face mask (surgical masks) in accordance with UNI EN 14683: 2019 or equivalent must be worn for the entire duration of the lecture.

7.2.1.3 Implementation procedures and responsibilities
• Employer/Work Safety Manager: to supply PPE if necessary.
• Lecturer: is in charge of controlling and respecting of social distancing and room density measures.
• Research and teaching supervisors (RADR) / Supervisor (President and member of the examination commission): supervises the observance by the examiners of the provisions of this protocol. check that protective masks are worn correctly for the entire duration of the examination. checks that students maintain their assigned workstation and do not share objects during the test, provides periodic ventilation of the premises.
• Personnel in charge: controls student access to the building (see par. 7.1.1.8).
• Personnel (in charge, workers) and cleaning staff: control of sanitizing gel dispensers and replenishment thereof, and clean surfaces such as desks, chairs, black/whiteboards, etc.
• Students: do not exchange objects with other colleagues, do not move from the assigned position, do not create gatherings, safely dispose, if necessary, of the PPE and anti-contagion means used (see par. 7.1.3).

7.2.2 Written exams
For organization and access arrangements see par. 7.1.1.9.

7.2.2.1 Prevention measures
• Organize student workstations so that an interpersonal distance of at least 1 m is guaranteed.
• Thorough hand cleaning before the beginning and at the end of the exam and whenever the need arises.
• Properly ventilate the room before and after the exam.
• Students are to remain at their station throughout the exam.
• No sharing of pens and other objects.
• If the test is performed on a PC, clean the keyboard and mouse with a cloth soaked in alcohol solution before and after use. The sanitation means will be made available by the University.
• If the test takes place on paper, in order to avoid exchange of material, the text of the test is projected on a screen or sent by email at the beginning of the test. In cases where these methods prove to be problematic, alternatives will be evaluated with the help of the SPP.
• At the end of the test, to avoid exchanges of material, candidates are to take a photograph of their paper and send it to their instructor in pdf format or to close the session on their PC.
• For the sanitation of the premises, see par. 5.3.1 (Italian version).

7.2.2.2 Protection measures and PPE
• A type II medical face mask (surgical masks) in accordance with UNI EN 14683: 2019 or equivalent must be worn for the entire duration of the exam.

7.2.2.3 Implementation procedures and responsibilities
• Employer / Manager for Safety /Teaching and Research Supervisors (RADR): provide PPE and cleaning material.
• President of the examination commission: are responsible for the classroom and for checking compliance with the requirements regarding the distance and number of those present.
• RADR/President and member of the examination commission: supervises the observance by the examinees of the provisions of this protocol. check that protective masks are worn correctly for the entire duration of the examination. checks that the assigned location is maintained and that no objects are exchanged during the test, provides periodic ventilation of the premises.
• Personnel in charge: controls student access to the building.
• Personnel (in charge, workers) and cleaning staff: control of disinfectant gel dispenser and replacement.
• Personnel (RADR, supervisor, workers): Provides, if necessary, for cleaning surfaces such as desks, keyboards, mice.
• Students: do not exchange objects with other colleagues, do not move from the assigned position, do not create gatherings, safely dispose, if necessary, of the PPE and anti-contagion means used (see par. 7.1.3).

7.2.3 Oral exams
For organization and access arrangements see par. 7.1.1.8.2.

7.2.3.1 Prevention measures
• For the sanitation of the premises, see par. 5.3.1 (Italian version).
• Workstations are to be set up so that an interpersonal distance of at least 1 meter is guaranteed.
• Thorough hand cleaning before the beginning and at the end of the exam and whenever the need arises.
• Room to be aired adequately before and after the exam and in any case for at least 10 minutes every hour.
• Students are to remain at their seat throughout the exam.
• No sharing of pens and other objects.
• Clean the examinees’ workstations with a cloth soaked in alcohol solution after each exam. If the examination takes place on the blackboard, clean it with an alcoholic solution after each exam. The same goes for markers when used with whiteboards. The means for sanitation will be made available by the University.

7.2.3.2 Protection measures and PPE
• A type II medical face mask (surgical masks) in accordance with UNI EN 14683: 2019 or equivalent must be worn for the entire duration of the exam.

7.2.3.3 Implementation procedures and responsibilities
• Employer/Manager for Safety/RADR: provides PPE and cleaning material.
• President of the examination commission: is responsible for the classroom and for checking compliance with the requirements regarding the distance and number of those present.
• President and member of the examination commission: supervises the observance by the examiners of the provisions of this protocol. check that protective masks are worn correctly for the entire duration of the examination. checks that the assigned location is maintained and that no objects are exchanged during the test, provides periodic ventilation of the premises.
• Personnel in charge: controls student access to the building.
• Personnel (in charge, workers) and cleaning staff: control of disinfectant gel dispenser and replacement.
• President and member of the examination commission: activate so that the examiner's seat is sanitized after each test. This operation will normally be performed by the student at the same time as the other sanitizing operations (hands, etc.).
• Students: sanitize hands before and after the test and sanitizes the station at the end of the test, does not exchange objects, does not move from the assigned position, does not create gatherings, safely disposes, if necessary, the PPE and anti-contagion means used.

7.2.4 Graduation sessions
For the organizational procedures and access to the graduation sessions, see par. 7.1.1.9.1.

7.2.4.1 Prevention measures
• Organization of the classroom so that interpersonal distancing is guaranteed.
• Frequent and thorough hand cleaning before the beginning and at the end of the session and whenever the need arises.
• Room to be aired adequately between graduation sessions and in any case for at least 10 minutes every hour.
• Candidates are to remain at their station throughout the graduation session.
• No sharing of pens and other objects.
• No gatherings and celebrations inside and outside the buildings and near them.

7.2.4.2 Protection measures and PPE
• A type II medical face mask (surgical masks) in accordance with UNI EN 14683: 2019 or equivalent must be worn for the entire duration of the exam.

7.2.4.3 Implementation procedures and responsibilities
• Employer/Manager for Safety/RADR: provides PPE and cleaning material.
• President of the graduation commission: responsible for the classroom and for checking compliance with the requirements regarding the distancing, the number of those present, the prohibition of gatherings.
• President and members of the graduation commission: supervise the compliance by graduating students and their guests with the provisions of this protocol. check that protective masks are worn correctly for the duration of the session. checks that the assigned seat is maintained, and no sharing of objects takes place, arrange for periodic ventilation of the premises.
• Personnel in charge: controls student access to the building.
• Personnel (in charge, workers) and cleaning staff: control of disinfectant gel dispenser and replacement.
• Personnel (RADR, supervisor, staff, cleaners): clean surfaces such as desks, seats, blackboards etc.
• Students and guests: do not exchange objects, does not move from the assigned position, does not create gatherings, avoids celebrations inside and outside the buildings and in the vicinity of them, safely disposes, if necessary, the PPE and anti-contagion means used.
7.2.5 Laboratories activities

In-person laboratory activities will resume. As required by the “Update of the Operational Guidelines for the gradual resumption of institutional activities for the academic year 2020/2021 - Validity from 1 September 2020 until further notice”, approved by the University Bodies on 31 August 2020, will be developed by the individual Degree Program Councils for carrying out procedures compatible with the measures of this Protocol, also by substantially modifying the number of overall experiences/exercises to be carried out in person based on the number of students. The aforementioned projects will be subjected to scrutiny by the Director of the Department referring to the Course of Studies to verify compliance with the Anti-Contagion Protocol, who will approve with the advice of the SPP. In the latter case, the projects must be submitted well in advance of the alleged start of activities. Any reduction in experiences/exercises must be compensated with alternative remote activities, in order to respect the syllabi of the subjects and allow for the conclusion of the program and therefore the regular carrying out of the relevant exam.

7.2.5.1 Prevention measures

In-person laboratory skills learning will resume.

- For the measures relating to access management, please refer to the provisions for all activities in par. 7.1.1.
- Students’ workstation must be positioned so that an interpersonal distance of 1.8 m is maintained at all times.
- Thorough hand cleaning before the beginning and at the end of the exam and whenever the need arises.
- Provide a social spacing of 1.8 meters around the common workstations (hoods, suction cabinets and storage of substances, reagents, scales, equipment, etc.), also through the use of boundary strips on the ground.
- Access to the common workstations must take place in turn, so that the interpersonal distance of 1.8 m is respected.
- Access to the premises is strictly limited to the number indicated by the RADR in the laboratory construction scheme.
- Identify, where possible, the entrance routes distinct from those of the exits, avoiding crowds during transit to/from the laboratories.
- If the activity involves the exchange of objects, the same must be sanitized by cleansing with a 70-75% hydro alcoholic solution or other disinfectant products with virus-killing activity before passing from one person to another.
- If optical instruments that provide for direct ocular vision are to be used, the eyepiece and all the adjustment parts must be cleaned with a 70-75% hydro alcoholic solution or other disinfectant products with virus-killing activity after each use, waiting at least 30 seconds between uses.

7.2.5.2 Protection measures and PPE

- All staff and students must wear a type II medical face mask (surgical masks) in accordance with the UNI EN 14683: 2019 standard or equivalent.
- In cases where it is not possible to maintain the spacing of 1.8 m, wear a filtering anti-dust half mask, class FFP2 without exhalation valve pursuant to UNI EN 149:2009 or equivalent after training in its use).
- Wear, if called for by the activity performed, protective gloves against chemicals and dangerous microorganisms in accordance with UNI EN 374-5: 2017, marked for protection against fungi, bacteria and viruses or equivalent.
- It will be the responsibility of the Manager and the RADR, with the advice of the Prevention and Protection Service, if deemed necessary, to assess the compatibility in simultaneous use, pursuant to art. 76 paragraph 3 of Legislative Decree 81/2008 of the PPE normally provided for by the activity for the use of chemical, biological products, equipment with those to be worn under this protocol.
- Use disposable gowns if deemed necessary. If open flames are used, evaluate in advance, with the advice of the Prevention and Protection Service, the degree of flammability of the material. If washable gowns are used, particular care must be taken with respect to the risk of contamination of clothing and washing operations.
- Provide people with long hair with disposable headdress, if deemed necessary by the RADR / Head of the Laboratory.

7.2.5.3 Implementation procedures and responsibilities
- Employer/Work Safety Manager/RADR: supply the PPE and provides training if necessary.
- RADR: sets up the laboratory work, if necessary with the aid of the lab implementation plan, with shifts and spaces in order to guarantee interpersonal distancing taking into account also the aspects related to emergencies (see par. 7.1.4).
- RADR/Person in charge: supervises that students (qualified as workers) comply with the provisions of this protocol.
- RADR/Person in charge: checks that whoever enters and circulates inside the building is wearing protective masks correctly and maintaining a minimum distance of 1.8 m.
- Staff (all, including students): where possible, periodically ventilates the premises.
- Personnel (in charge, workers) and cleaning staff: control of disinfectant gel dispenser and replacement.
- Personnel (RADR, in charge, workers): provides for the periodic cleaning of surfaces such as counters, hoods, cabinets, keyboards, telephones, equipment etc. with particular regard to those of common use.
- Student (qualified as a worker): safely disposes of any PPE and anti-contact equipment used (see par. 7.1.3).
- RADR /Person in charge: checks that the PPE and anti-contagion means used are safely disposed of.

7.2.5.4 Education, Information, Training
Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9 (Italian version).

7.2.6 Off-sites exercises
It will be possible to carry out exercises outside the office, as required by the Update of the Operational Guidelines for the gradual resumption of institutional activities after the Lockdown, approved by the University Bodies on 31 October 2020, the individual Degree Course Councils will develop working routines compatible with the measures of this Protocol, possibly by substantially modifying the number of overall experiences/exercises to be carried out in presence based on the number of students. The aforementioned projects will be subjected to scrutiny by the Director of the Department referring to the Course of Studies to verify compliance with the Anti-Contagion Protocol, who will approve with the advice of the SPP. In the latter case, the projects must be submitted well in advance of the alleged start of activities. Any reduction in experiences/exercises must be compensated with alternative remote activities, in order to respect the syllabi of the subjects and allow for the conclusion of the program and therefore the regular carrying out of the relevant exam. In any case, in order to safeguard the rights of students unable to attend, subjects that include laboratory activities and off-site exercises must also provide for forms of attendance: these
students must, however, adequately justify their inability to participate to laboratory activities and/or off-site exercises.

7.2.6.1 Prevention measures
- Organize the exercise so that an interpersonal distance of 1.8 m is guaranteed.
- If public transport vehicles are used, apply the safety measures indicated by the manager during the journey.
- If hired vehicles are used, acquire the charter company’s anti-contagion protocol and comply with the provisions contained therein.
- Thorough hand cleaning before the beginning and at the end of the activity and whenever the need arises is strongly recommended.
- If the activity involves the exchange of objects, the same must be sanitized by cleansing with a 70-75% hydro alcoholic solution or other disinfectant products with virus-killing activity before passing from one person to another.
- If optical instruments that provide for direct ocular vision are to be used, the eyepiece and all the adjustment parts must be cleaned with a 70-75% hydro alcoholic solution or other disinfectant products with virus-killing activity after each use, waiting at least 30 seconds between uses.
- In case the activity has a duration of several days: if the accommodation and meals are managed by the University, use facilities that have their own anti-contagion protocol (do not rent apartments and do not personally prepare meals) and follow the provisions. Ensure that there is no sharing of rooms by unrelated persons.

7.2.6.2 Protection measures and PPE
- All staff and students must wear a type II medical face mask (surgical masks) in accordance with the UNI EN 14683: 2019 standard or equivalent.
- In cases where it is not possible to maintain the spacing of 1.8 m, wear a filtering anti-dust half mask, class FFP2 without exhalation valve pursuant to UNI EN 149:2009 or equivalent after training in its use.
- Wear, if called for by the activity performed, protective gloves against chemicals and dangerous micro-organisms in accordance with UNI EN 374-5: 2017, marked for protection against fungi, bacteria and viruses or equivalent.
- It will be the responsibility of the RADR, with the advice of the Prevention and Protection Service (SPP), if deemed necessary, to assess the compatibility of simultaneous use, pursuant to art. 76 paragraph 3 of Legislative Decree 81/2008 of the PPE normally provided for by the activity for the use of chemical, biological products, equipment with those to be worn under this protocol.

7.2.6.3 Implementation procedures and responsibilities
- Employer/Work Safety Manager/RADR: supply the PPE and provides training if necessary.
- RADR: organizes, through the experience realization scheme, the spaces so that social distancing is guaranteed.
- RADR / Person in charge: monitors compliance by students (qualified as workers) with the provisions of this protocol, the provisions issued by the service managers (transport, restaurants, accommodation facilities, etc.) used during the experience, with the regulations in the matter of gatherings, timetables etc.
- RADR / person in charge: checks that during the experience and on all occasions when this is necessary, protective masks are worn correctly and the minimum interpersonal distance is maintained.
- Students (qualified as a worker): respect the provisions of the anti-contagion protocol and those issued by the RADR as well as those of the service managers (transport, restaurants, accommodation facilities etc.) used during the experience. Comply with the regulatory provisions regarding gatherings, schedules etc., safely dispose of the PPE and anti-contagion means used (see par. 7.1.3).
- RADR/Person in charge: checks that the PPE and anti-contagion means used are safely disposed of (see par. 7.1.3).

7.2.6.4 Education, Information, Training

Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9.

7.2.7 Student office hours

Student Office hours will remain in distance mode.

7.3 Research Activity

7.3.1 Compilation research

For the compilation research activities carried out at the University premises, being characterized by occupational risks similar to those to which workers performing an administrative activity are exposed, please refer to the measures provided for in the specific section 7.4.

7.3.2 Laboratory research

7.3.2.1 Prevention measures

- For the measures relating to access management, please refer to the provisions for all activities in par. 7.1.1.
- Provide for temperature control on arrival or collect substitute declarations certifying the absence of fever (see par. 7.1.1).
- For laboratory activities it is necessary to reconcile the need for social containment, which requires maintaining an interpersonal distance of 1.8 m, with that of avoiding the risks deriving from working alone.
- For this reason, while recommending that the safety distance of 1.8 m is always maintained even when carrying out normal work in the laboratory, it is considered necessary that two operators are always present in the laboratory, in order to avoid the risk related to solo work. The coexistence allows a worker to carry out the specific activity under the supervision of a second employee who can intervene in the event of an accident.
- Thorough hand cleaning before the beginning and at the end of the activity and whenever the need arises is strongly recommended.
- If the activity involves the exchange of objects, these must be sanitized by cleansing with a 70-75% hydro alcoholic solution before being handed from one person to the next.
- If optical instruments that provide for direct ocular vision are to be used, the eyepiece and all the adjustment parts must be cleaned with a 70-75% hydro alcoholic solution after each use, waiting at least 30 seconds between uses.

7.3.2.1.1 Organization measures

- To carry out the various experiments, which use laboratories in common with several people, it is necessary that the RADR / Laboratory Manager foresee work shifts and, where possible, remote
control of the reactions in progress. It is also recommended that movements within the common areas be reduced to a minimum, trying to ensure maximum compliance to social distancing measures.

- The use of common equipment or common protective devices (DPCs) such as chemical or biological hoods must be programmed in such a way as to allow only one person at a time, with the safety supervision of another staff member. Where this is not possible or would expose operators to excessive risks, equip operators with a dust filtering half mask, class FFP2 without exhalation valve pursuant to UNI EN 149: 2009 or equivalent.

- Scheduled and unscheduled maintenance of instrumentation as well as technical assistance provided by external companies must always be scheduled according to shifts, which require the presence of only one person with the safety supervision of another staff member. Where this is not possible or would expose operators to excessive risks, equip operators with a dust filtering half mask, class FFP2 without exhalation valve pursuant to UNI EN 149: 2009 or equivalent.

- Access to deposits of chemicals, waste, consumables must be programmed in such a way as to provide for the safe presence of two operators at any given time.

7.3.2.1.2 Waste management

- Reorganize the waste management procedures so that a maximum of two operators are working in them at any given time.

- For waste that includes PPE and anti-contagion means, see par. 7.1.3.

7.3.2.2 Protection measures and PPE

- All staff and students must wear a type II medical face mask (surgical masks) in accordance with the UNI EN 14683: 2019 standard or equivalent.

- In cases where it is not possible to maintain the spacing of 1.8 m, wear a filtering anti-dust half mask, class FFP2 without exhalation valve pursuant to UNI EN 149:2009 or equivalent after training in its use.

- Wear, if called for by the activity performed, protective gloves against chemicals and dangerous microorganisms in accordance with UNI EN 374-5: 2017, marked for protection against fungi, bacteria and viruses or equivalent.

- It will be the responsibility of the Manager and the RADR, with the advice of the Prevention and Protection Service, if deemed necessary, to assess the compatibility in simultaneous use, pursuant to art. 76 paragraph 3 of Legislative Decree 81/2008 of the PPE normally provided for by the activity for the use of chemical, biological products, equipment with those to be worn under this protocol.

- The use of disposable gowns is strongly recommended. If open flames are used, evaluate in advance, with the advice of the Prevention and Protection Service, the degree of flammability of the material. If washable gowns are used, particular care must be taken with respect to the risk of contamination of clothing and washing operations.

- Provide people with long hair with disposable headdress, if deemed necessary by the RADR / Head of the Laboratory.

7.3.2.3 Implementation procedures and responsibilities

- Employer/Work Safety Manager: supplies PPE to staff and provides training if necessary.

- Work Safety Manager/RADR/Supervisor: organizes shifts and spaces in order to guarantee social distancing, keeping into account also the aspects related to emergencies (see par. 7.1.4).

- Manager / Supervisor: supervises compliance by workers with the provisions of this protocol.

- Personnel (person in charge, workers): check that whoever enters and circulates inside the building is wearing protective masks correctly and maintaining a minimum distance of 1.8 m.

- Staff (all): where possible, periodically ventilate the premises.
• Personnel in charge: checks the temperature of those who enter the building or accept the self-certification.
• Personnel (in charge, workers) and cleaning staff: control of disinfectant gel dispenser and replacement.
• Personnel (in charge, workers): provides for the periodic cleaning of surfaces such as counters, hoods, cabinets, keyboards, telephones, equipment etc. with particular regard to those commonly used.
• RADR / Person in charge: checks that the PPE and anti-contagion means used are safely disposed of (see par. 7.1.3).

7.3.2.4 Information, Education, Training
Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9.

7.3.3 Outdoors research
It includes all types of research activities performed outdoors.

7.3.3.1 Prevention measures
• Provide for temperature control on arrival or collect substitute declarations certifying the absence of fever (see par. 7.1.1).
• Provide a 1.8 meter spacing around the work areas, if possible, delimit them with tape and pegs. In cases where it is not possible to maintain an inter-personal spacing of 1.8 m, organize the participants in shifts, or carry out the activity wearing a filtering anti-dust half mask, class FFP2 without exhalation valve pursuant to UNI EN 149:2009 or equivalent.
• Before starting the exercise, it is necessary to thoroughly cleanse hands, using sanitizing gels. Frequent and thorough hand cleaning is recommended before starting and at the end of work and whenever the need arises is always recommended.

7.3.3.2 Protection measures and PPE
• All staff and students must wear a type II medical face mask (surgical masks) in accordance with the UNI EN 14683: 2019 standard or equivalent.
• In cases where it is not possible to maintain the spacing of 1.8 m, wear a filtering anti-dust half mask, class FFP2 without exhalation valve pursuant to UNI EN 149:2009 or equivalent after training in its use.
• Wear, if called for by the activity performed, protective gloves against chemicals and dangerous micro-organisms in accordance with UNI EN 374-5: 2017, marked for protection against fungi, bacteria and viruses or equivalent.
• PPE normally required when using of chemical, biological, equipment, etc. It will be the responsibility of the Manager and the RADR, with the advice of the Prevention and Protection Service if deemed necessary, to assess their compatibility in simultaneous use, pursuant to art.
• The use of disposable gowns is strongly recommended. If open flames are used, evaluate in advance, with the advice of the Prevention and Protection Service, the degree of flammability of the material. If washable gowns are used, particular care must be taken with respect to the risk of contamination of clothing and washing operations.

7.3.3.3 Implementation procedures and responsibilities
• Employer/Work Safety Manager: supplies PPE to staff.
• RADR / Person in charge: checks that the PPE and anti-contagion means (masks, disinfectants etc.) present in the field are in sufficient numbers.
• Manager / RADR / Person in charge: supervises compliance by workers with the provisions of this protocol.
• Person in charge: checks that protective masks and PPE are correctly worn
• Person in charge: checks that, where possible, the minimum distance of 1.8 m is maintained.
• Personnel in charge: checks the temperature at the beginning or accepts the self-certification at the beginning of the activities.
• Personnel (in charge, workers) and cleaning staff: control of disinfectant gel dispenser and replacement.
• Personnel (person in charge, workers): cleans the equipment and tools used paying a special attention to those of most common use.
• RADR / Person in charge: checks that the PPE and anti-contagion means used are safely disposed of (see par. 7.1.3).

7.3.3.4 Education, Information, Training
Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9.

7.4 Administrative activities
The provisions relating to compliance with flexibility bands and those of compulsory presence shall be no longer applied.

7.4.1 Offices with front desk open to the public
The opening hours of the services to the public, standardized throughout the University, will observe the following program:

• Monday, Tuesday, Wednesday morning 9.30 am – 12.30 pm
• Thursday afternoon 2.30 – 5 pm

The front office services are delivered by appointment only.

As per provisions, the required tasks shall be managed digitally.

7.4.1.1 Prevention measures
• For the measures relating to access management, please refer to the provisions for all activities in par. 7.1.1).
• Check the temperature on arrival (see par. 7.1.1).
• Install Perspex dividers to separate employees from the public.
• Avoid unnecessary contacts with other persons in the common areas (e.g. waiting rooms for student administration offices, information desks, etc.) by regulating the flow of users accordingly.
• Affix ground signs (adhesive strips, etc.) indicating the social distance to be respected (1,8 m) by staff in areas of common use (corridors, hallways, landing areas, printing and copying rooms, etc.).
• Adjust the number of persons in each room according to the respect of the safety distances of 1.8 m, giving preference, where possible, to the presence of only one person per room.
• Thorough hand cleaning before the beginning and at the end of the activity and whenever the need arises is strongly recommended.
7.4.1.2 Protection measures and PPE

- All staff and students must wear a type II medical face mask (surgical masks) in accordance with the UNI EN 14683: 2019 standard or equivalent.
- In cases where it is not possible to maintain the spacing of 1.8 m, wear a filtering anti-dust half mask, class FFP2 without exhalation valve pursuant to UNI EN 149:2009 or equivalent after training in its use.
- Wear, if called for by the activity performed, protective gloves against chemicals and dangerous micro-organisms in accordance with UNI EN 374-5: 2017, marked for protection against fungi, bacteria and viruses or equivalent to be worn in case it is necessary to exchange objects with the public or in case of use of common equipment (printers, photocopiers, scanners, etc). In the second case, alternatively, it is possible to sanitize the surfaces with alcoholic solution after each use.

7.4.1.3 Implementation procedures and responsibilities

- Employer/Work Safety Manager: supplies PPE to staff.
- Work Safety Manager/RADR/Supervisor: organizes shifts and spaces in order to guarantee social distancing, keeping into account also the aspects related to emergencies (see par. 7.1.4).
- Manager / Supervisor: supervises compliance by workers with the provisions of this protocol.
- Personnel (person in charge, workers): check that whoever enters and circulates inside the building is wearing protective masks correctly and maintaining a minimum distance of 1.8 m.
- Staff (all): where possible, periodically ventilate the premises.
- Personnel (in charge, workers) and cleaning staff: control of disinfectant gel dispenser and replacement.
- Personnel (in charge, workers): provides for the periodic cleaning of surfaces such as counters, hoods, cabinets, keyboards, telephones, equipment etc. with particular regard to those commonly used.
- RADR / Person in charge: checks that the PPE and anti-contagion means used are safely disposed of (see par. 7.1.3).

7.4.1.4 Education, Information, Training

Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9.

7.4.2 Offices without front office

7.4.2.1 Prevention measures

- For the measures relating to access management, please refer to the provisions for all activities in par.
- Provide for temperature control on arrival or collect substitute declarations certifying the absence of fever (see par. 7.1.1).
- Organize activities by ensuring that only one person is present in each room or that the personal distance of 1.8 m is respected.
- Affix ground signs (adhesive strips, etc.) indicating the social distance to be respected (1,8 m) by staff in areas of common use (corridors landing areas, printing and copying rooms, etc.).

7.4.2.2 Protection measures and PPE

- The transport personnel must wear a type II medical face mask (surgical masks) in accordance with the UNI EN 14683: 2019 standard or equivalent.
- Wear, if called for by the activity performed, protective gloves against chemicals and dangerous micro-organisms in accordance with UNI EN 374-5:2017, marked for protection against fungi, bacteria and viruses or equivalent to be worn in case it is necessary to exchange objects with the public or in case of
use of common equipment (printers, photocopiers, scanners, etc.) Alternatively, it is possible to sanitize the surfaces with alcoholic solution after each use.

7.4.2.3 Implementation procedures and responsibilities
- Employer/Work Safety Manager: supplies PPE to staff.
- Work Safety Manager/RADR/Supervisor: organizes shifts and spaces in order to guarantee social distancing, keeping into account also the aspects related to emergencies (see par. 7.1.4).
- Manager / Supervisor: supervises compliance by workers with the provisions of this protocol.
- Personnel (person in charge, workers): check that whoever enters and circulates inside the building is wearing protective masks correctly and maintaining a minimum distance of 1.8 m.
- Staff (all): where possible, periodically ventilate the premises.
- Personnel in charge: checks the temperature of those who enter the building or accept the self-certification.
- Personnel (in charge, workers) and cleaning staff: control of disinfectant gel dispenser and replacement.
- Personnel (in charge, workers): provides for the periodic cleaning of surfaces such as counters, hoods, cabinets, keyboards, telephones, equipment etc. with particular regard to those commonly used.
- RADR / Person in charge: checks that the PPE and anti-contagion means used are safely disposed of.
- Person in charge: checks that the PPE and anti-contagion means used are safely disposed of (see par. 7.1.3).

7.4.2.4 Education, Information, Training
Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9.

7.5 Libraries, archives, student spaces

7.5.1 Libraries
The libraries resume all services with access by reservation. The opening hours are as follows.

Summer hours will be in effect until 4 September.

From 7 to 11 September, the Libraries will be open 9 am - 5 pm (reduced only in some small offices of the Sciences and the Humanities Library, see the Library System’s website.

From 14 September the Libraries will resume the usual hours, i.e:

Biomedical Library
- Monday to Friday: 9 am - 7 pm

Sciences Library
- GEOMINERALOGY, MATHEMATICS, SCIENCES CAMPUS:
  - Monday to Thursday: 9 am - 5 pm
  - Friday: 9 am - 2 pm
- BOTANY:
  -- Monday to Friday: 9 am - 2 pm
- ANTHROPOLOGY:
  - Tuesday to Thursday: 9 am - 5 pm
  - Monday and Friday: 9 am - 2 pm
Social Sciences Library

- Monday to Friday: 9 am - 7 pm
  - if the situation allows, on Saturdays: 9 am - 1.30 pm

Technology Library

- AGRICULTURE: Monday to Friday: 9 am - 5 pm
- ARCHITECTURE: Monday to Friday: 9 am - 7 pm
- ENGINEERING: Monday to Thursday: 9 am - 7 pm. Friday: 9 am - 5 pm

Humanities Library

- HUMANITIES: Monday to Friday: 9 am - 7 pm.
  - if the situation allows, on Saturdays: 9 am - 1.30 pm
- PSYCHOLOGY: Monday, Wednesday and Friday: 9 am - 1.30 pm, Tuesday and Thursday: 9 am - 5 pm
- EDUCATION: Monday to Friday: 9 am - 5 pm
- HISTORY OF ART: Monday to Friday: 9 am - 5 pm

Note: The Libraries’ opening hours are subject to change. Users should always check on the website [www.sba.unifi.it/p1537.html](http://www.sba.unifi.it/p1537.html) before planning a visit.

7.5.1.1 On-site consultation

The Libraries will again allow the use all the consultation and study rooms, subject to compulsory reservation of the seat.

The seats available in the rooms have been calculated according to the current anti-contact legislation (see Opinion TECHNICAL SCIENTIFIC COMMITTEE EX OO.C.D.P.C. 03/02/2020, N. 630. 18/04/2020, N. 663. 15/05/2020, N. 673 minutes No 96 of the meeting held, at the Department of Civil Protection, on 24 July 2020). since the maximum capacity of the rooms is reduced compared to the past, it will be allowed to reserve the seat only to users already in possession of the credentials of the University (institutional users and authorized users).

The booking methods are indicated on the website [www.sba.unifi.it](http://www.sba.unifi.it)

When users turn up at the Library, they will choose a specific seat from those available in the reserved room. Appropriate signs will identify available and/or non-usable seats. The user may not change the seat for health safety reasons. Each user can only reserve one seat for each day. The reservation is personal and non-transferable. The booking can be made for one or two daily shifts, in the morning and/or in the afternoon.

The user who has booked a place in a room can consult the open bookshelf volumes and, for this purpose, move between the library rooms, as well as take books on loan by showing up at the counter for the registration. where the system is in place, users can also use the self-check counters. for the documents stored in the closed stacks, users must always forward the loan request online and wait for the confirmation email before going to pick up the material.

The books on open shelves will be made accessible again by users directly for consultation in the rooms and possibly for the loan to the counter. therefore, unlike in the previous reopening phase, these volumes will no longer be bookable.
Books moved in the rooms are not quarantined because they should only be handled with sanitized hands and the surgical mask properly worn. In fact, it is believed, on the basis of what has already been done by other public libraries, that the hygiene of the hands, the constant use of the mask and the relatively short times of decay of the viral load on the paper surfaces ensure a good degree of safety in the time between consultations. It is therefore necessary that the hands are cleaned again before touching the books and that the obligation to wear the face mask is strictly adhered to. To this end, the University will always guarantee quick and easy access to self-service sanitizing systems (e.g. dispenser of special gel on columns near study tables, self-check counters, PCs, etc.) for frequent and effective hand cleaning.

Users can leave the consulted material to be held on the table by the seat users were occupying if the same location has been booked by the same user the next day.

The ventilation with fresh air and the thorough cleaning of the rooms and the stations occupied by the users will be adequately ensured.

Strictly personal use of drinks is permitted. Plastic bottles or other material should not be left on the tables. Due to the way in which they are used and the difficulties of sanitizing, the use of water fountains is not permitted.

7.5.1.2 Loans
The rules of the loans service (e.g. duration, loan status, etc.) will return to normal, bar a few exceptions, therefore, only the part of the book collection stored in the closed stacks can be requested online.

Users who wish to use the only loan service (without staying in the study or consultation rooms) or simply to pick up a book reserved for the loan can book the “loans counter service” (the modalities will be available on the website www.sba.unifi.it).

Recording a book’s loan will also return to pre-emergency mode, which is when the book is picked up.

7.5.1.2.1 Interlibrary loans
Resumed on 6 July 2020, interrupted during the month of August as usual, will resume in September with the usual modalities. there may be variations in the times, due to delays in deliveries on account of the continuation of the emergency.

7.5.1.3 Reading of not-for-loan material
Each library will make available a number of reserved places for the consultation of rare and valuable material, theses, etc. In this case, the user’s request will be handled not by web app, but by email, telephone and other non-automated channels.

7.5.1.4 Other services
The self-service copy service is reopened: users can therefore reproduce parts of books with their own means, in compliance with the copyright law.

It will be possible to use some computer-equipped workstations and self-check systems, after sanitizing one’s hands with the appropriate gel provided by the University.

The services of document delivery, user assistance, information and courses will still be mainly delivered online.

Industry-specific reference legislation

Useful links:
https://cultura.comune.fi.it/dalle-redazioni/riaprono-le-biblioteche-comunali-fiorentine

Notice

Rules of behaviour and information on the use of the services will be clearly communicated to the users both in the Libraries by appropriate signs and on the website of the University Library System.

7.5.1.5 Student spaces
The study rooms will re-open in a later phase with modalities and procedures that will be communicated.

7.5.2 Archives
The historical archive of Via Cittadella has reopened to the consultation by scholars starting from Monday 25 May by reservation.

The available places must be at least one meter away from one another.

In particular, for access to the archive, users must:

1. Send a reservation by email to archivio-dep-storico@adm.unifi.it the week before they plan to visit. Visits can be arranged for several weeks. For the requests previously sent, the archive staff will be in touch.
2. Indicate in the reservation the documentation that will be consulted during the visit, or alternatively the search tools to identify the archive position.
3. Documentation can be left on the same table by the same user if they are due to be return on the next business day.
4. At the end of the consultation the desk space will be sanitized and the material used will be “quarantined” for 48 hours.
5. Users must wear the mask and, if necessary, gloves for their entire stay in the rooms. If the devices worn by users do not meet the necessary requirements in the workplace (see Chapter 5.3, page Errore. Il segnalibro non è definito. ) those will be provided at the entrance.
6. Provide for temperature control on arrival or collect substitute declarations certifying the absence of fever.

7.5.3 Prevention measures
• For the measures relating to access management, please refer to the provisions for all activities in par. 7.1.1.
• Check the temperature on arrival.
• Access to the libraries will be made by reservation until capacity is reached according to the number of available study places and in such a way as to avoid gatherings.
• If possible, in order to avoid gatherings, provide that the appointment also indicates the time or time slot as an alternative to affix signs on the ground (adhesive strips, etc.) indicating the social distance to be respected in the waiting rooms.
• The path to be followed for the pick-up, return and the consultation of material will be suitably outlined with tapes and directional signs, differentiating entry and exit paths.
• Perspex dividers have been installed to separate the fixed positions of the library workers from the public.
• Users must strictly keep the minimum inter-personal distance 1.8 m both standing and seated.
• The delivery of the volumes must take place without contact.
• The volumes returned will be released for new loan requests after 48 hours and for this period of time they will be placed in a special space identified (not in contact with others) and not accessible to users, with the indication of the time foreseen for the new access to the loan. In the case of laminated covers, the outer part of the volume may be sanitized by means of cleaning with ethanol at concentrations equal to 70% or other disinfectant products with virus-killing activity.
• Frequent and thorough hand cleaning before the beginning and at the end of the session and whenever the need arises.
• The behaviours to be adopted by users to handle library and archive materials, include not to wet their fingers with saliva to turn the pages, not to cough or sneeze on the documents, and to wear the personal protective devices. Staff will take care to remind users of such rules.

7.5.4 Protection measures and PPE
• Installation of Perspex barriers of the fixed station of the bank for the loan of books and all the stations to the public.
• All staff and students must wear a type II medical face mask (surgical masks) in accordance with the UNI EN 14683: 2019 standard or equivalent.
• In cases where it is not possible to maintain the spacing of 1.8 m, wear a filtering anti-dust half mask, class FFP2 without exhalation valve pursuant to UNI EN 149:2009 or equivalent after training in its use.
• Wear, if called for by the activity performed, protective gloves against chemicals and dangerous microorganisms in accordance with UNI EN 374-5: 2017, marked for protection against fungi, bacteria and viruses or equivalent worn by the operators who deal with the delivery and collection of volumes and/or documents.

7.5.5 Implementation procedures and responsibilities
• Employer/Work Safety Manager: supplies PPE to staff.
• Work Safety Manager/RADR/Supervisor: organizes shifts and spaces in order to guarantee social distancing, keeping into account also the aspects related to emergencies (see par. 7.1.4).
• Manager / Supervisor: supervises compliance by workers with the provisions of this protocol.
• Personnel (person in charge, workers): check that whoever enters and circulates inside the building is wearing protective masks correctly and maintaining a minimum distance of 1.8 m.
• Staff (all): where possible, periodically ventilate the premises.
• Personnel (in charge, workers) and cleaning staff: control of disinfectant gel dispenser and replacement.
• Personnel (in charge, workers): provides for the periodic cleaning of surfaces such as counters, hoods, cabinets, keyboards, telephones, equipment etc. with particular regard to those commonly used.
• RADR / Person in charge: checks that the PPE and anti-contagion means used are safely disposed of (7.1.3, page 35).
• RADR / Person in charge: checks that the PPE and anti-contagion means used are safely disposed of.

7.5.6 Education, Information, Training
Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9.

7.6 Museums
During the period of validity of this Protocol, museums shall observe the following hours:

• Museum of Anthropology and Ethnology, on Saturdays and Sundays, from 9 am to 5 pm
• Botanical Gardens, on Saturdays and Sundays, from 10 am to 6.30 pm
• Museum of Geology and Paleontology, on Saturdays and Sundays, from 9 am to 5 pm
• Villa La Quiete, with guided visit every Tuesday and Thursday, at 5.30 pm
• Villa Galileo - Via del Pian dei Giullari 42, Florence - with public access on request

Time extensions and variations or additions of opening days may be decided in accordance with the provisions of this Protocol.

7.6.1 Prevention measures
• For the measures relating to access management, please refer to the provisions for all activities in par. 7.1.1.
• Provide for temperature control on arrival or collect substitute declarations certifying the absence of fever.
• Access to museums is regulated and contingent in quantity and frequency, so as not to exceed the presence of 1 visitor per approximately 10 square meters open to the public according to the following modalities:
  - establishing and communicating the maximum number of persons that can be present in the spaces of the museum for an evaluation of the number of visitors that can be present at the same time in the museum, to be evaluated according to the specifications of the space and the methods of fruition put in place.
  - through a simple reservation system.
  - through differentiated opening times and creation of special time windows for specific groups of visitors, with particular attention to disabled persons and their companions.
  - through extensions of time slots to avoid gatherings.
  - using automated ticketing/online booking systems.
• for an effective management of visitor flows, specific and distinct paths are defined between entry and exit, avoiding close contacts and gatherings.
• to provide outside the museum the possibility to equip a space for the formation of an appropriately distanced queue, if necessary.
• indicate the distance to be maintained on any seats/benches and/or to reduce them, dedicating them only to fragile categories (persons with disabilities, the elderly, pregnant women, etc.), providing for sanitization measures after use.
• If there is a cloakroom service, it is recommended to hand out plastic bags to insert clothing and accessories. In the presence of lockers, the handle/lock must be disinfected by an operator after each collection or, alternatively, disposable gloves must be used. In the case of traditional cloakroom, it is
suggested to have the filled and closed bag delivered to the dedicated personnel, maintaining the safe
distance or providing containers in which to deposit/withdraw the bags.

- In bookshops, it is recommended to implement the obligation to use disposable gloves or the
  preventive sanitization of hands with alcohol gel for the consultation of books and to permit the
  handling all other objects on display. Alternatively, it is recommended to display the sample book with
  a single object/book to be indicated to the salesperson.
- It is not recommended to carry out guided tours, except for individual visits and for small groups
  organized through pre-programmed shifts and favouring the open spaces.
- It is suggested to provide visiting aids such as brochures that can be taken away for individual use,
  audio files that can be downloaded to visitors' phones or QR Code/Blue tooth systems.
- It is necessary to remind visitors to the museum not to touch the goods displayed outside of the display
  cabinets or the display cabinet surfaces themselves.
- It is recommended to mark the distance that visitors must maintain between display cabinets and
  cultural assets in open display.

7.6.2 Protection measures and PPE

- provide the ticket office with Perspex protection, as an anti-breath barrier between staff and visitors. Alternatively, mark an area away from the counter in the payment area. If necessary, mark on the floor
  the minimum distance to be observed when queuing and define the maximum number of persons who
  can stand in the reception area at the same time.
- maintain a social distance of 1.8 m in every space and museum activity.
- The entrance to the museum by the visitors is allowed exclusively if wearing a protective face mask
  (obligatory over 6 years of age), covering the nose and mouth. In addition, the use of disposable gloves
  provided for or sanitization of hands are mandatory requirements. At the entrance and in several places
  located in the building it is necessary to place dispensers with disinfectant gel for the hands, highlighted
  by special signs and accessible to disabled persons.
- All workers who share common spaces must wear disposable personal protective equipment (masks
  and, if and when deemed necessary, disposable gloves).
- If the job requires working at an interpersonal distance of less than 1.8 m and other organizational
  solutions are not possible, for example through the fitting of Perspex panels, it is mandatory to use of
  masks and, if and when deemed necessary, other protective devices (gloves, goggles, overalls,
  headphones, gowns, etc.) in accordance with the provisions of the scientific and health authorities and
  as defined in the Chapter 5.3, page\text{Errore. Il segnalibro non è definito.}.
- If the goods are being moved to the museum for loans, returns from loans or restorations, it is
  suggested to leave them in preventive isolation, for at least 10 days, inside a dedicated room. The space
  should be equipped with shelves, cabinets and boxes in which such objects can be kept, touching them
  as little as possible, with a clear indication of the date and reason for the isolation and of the person
  responsible for their handling.

In addition to the above, it should be kept in mind that:

- for non-public activities, comparable to administrative activities without a front office, please refer to
  the relevant section of this document (par.7.4.1).
- for non-public activities in the care and maintenance of collections, reference is made to the section on
  research laboratories, to which they are comparable (par. 7.3.2).
7.6.3 Implementation procedures and responsibilities

- Employer/Work Safety Manager: supplies PPE to staff.
- Work Safety Manager/RADR/Supervisor: organizes shifts and spaces in order to guarantee social distancing, keeping into account also the aspects related to emergencies.
- Manager / Supervisor: supervises compliance by staff and visitors with the provisions of this protocol.
- Personnel (person in charge, staff): check that whoever enters and circulates inside the building is wearing protective masks correctly and maintaining a minimum distance of 1.8 m.
- Staff (all): where possible, periodically ventilate the premises.
- Personnel in charge: checks the temperature of those who enter the building or accept the self-certification.
- Personnel (in charge, workers) and cleaning staff: control of disinfectant gel dispenser and replenishment of supply.
- Personnel (in charge, workers): provides for the periodic cleaning of surfaces such as counters, hoods, cabinets, keyboards, telephones, equipment etc. with particular regard to those commonly used.
- Security staff: Support to library staff for the control of compliance with procedures.
- Worker: Safely disposes of any PPE and anti-contagion used.
- Person in charge: checks that the PPE and anti-contagion means used are safely disposed of.

7.6.4 Education, Information, Training

Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9.

7.7 Manual activities

7.7.1 Gardeners

7.7.1.1 Prevention measures

- Organize activities where possible in accordance with the rules of social separation of 1.8 m between workers.
- Organize the activity in order to reduce interference and contact opportunities with external processing (e.g. maintenance by external companies, activities of summer camps, etc.).
- Provide for temperature control on arrival or collect substitute declarations certifying the absence of fever.
- To prevent the shared use of equipment, machinery, and working tools by cleaning them with a specific detergent before, during and at the end of the job.
- Provide for frequent washing of work clothing.
- Provide for daily cleaning and sanitation of service cars and driver’s cabins of vehicles.
- Thorough hand cleaning before the beginning and at the end of the activity and whenever the need arises is strongly recommended.

7.7.1.2 Protection measures and PPE

- All staff and students must wear a type II medical face mask (surgical masks) in accordance with the UNI EN 14683: 2019 standard or equivalent.
- In cases where it is not possible to maintain the spacing of 1.8 m, wear a filtering anti-dust half mask, class FFP2 without exhalation valve pursuant to UNI EN 149:2009 or equivalent after training in its use.
• Wear, if called for by the activity performed, protective gloves against chemicals and dangerous microorganisms in accordance with UNI EN 374-5: 2017, marked for protection against fungi, bacteria and viruses or equivalent (6.3).

• Disposable work overalls are recommended. If open flames are used, evaluate in advance, with the advice of the Prevention and Protection Service, the degree of flammability of the material. If washable work clothes are used, particular care must be taken with respect to the risk of contamination of clothing and washing operations.

7.7.1.3 Implementation procedures and responsibilities
• Employer/Work Safety Manager: supplies PPE to staff.
• Work Safety Manager/RADR/Supervisor: organizes shifts and spaces in order to guarantee social distancing, keeping into account also the aspects related to emergencies.
• Manager / RADR / Person in charge: supervises compliance by workers with the provisions of this protocol.
• Person in charge: checks that protective masks and PPE are correctly worn
• Person in charge: checks that, where possible, the minimum distance of 1.8 m is maintained.
• Personnel in charge: checks the temperature at the beginning or accepts the self-certification at the beginning of the activities.
• Personnel (in charge, workers) and cleaning staff: control of disinfectant gel dispenser and replacement.
• Personnel (person in charge, workers): cleans the equipment and tools used paying a special attention to those of most common use.
• RADR / Person in charge: checks that the PPE and anti-contagion means used are safely disposed of.
• RADR / Person in charge: checks that the PPE and anti-contagion means used are safely disposed of.

7.7.1.4 Education, Information, Training
Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9.

7.7.2 Masons and painters
7.7.2.1 Prevention measures
• Organize activities where possible in accordance with the rules of social separation of 1.8 m between workers
• organize the activity in order to reduce interference and contact opportunities with external jobs (e.g. maintenance by external companies).
• Provide for temperature control on arrival or collect substitute declarations certifying the absence of fever.
• To prevent the shared use of equipment, machinery, and working tools by cleaning them with a specific detergent before, during and at the end of the job.
• Wash hands frequently with soap and water and, if necessary, equip workers with antiseptic gel.
• Provide for frequent washing of work clothing.
• Provide for daily cleaning and sanitation of service cars and driver’s cabins of vehicles.
• Thorough hand cleaning before the beginning and at the end of the activity and whenever the need arises is strongly recommended.
7.7.2.2 Protection measures and PPE
- All staff and students must wear a type II medical face mask (surgical masks) in accordance with the UNI EN 14683: 2019 standard or equivalent.
- In cases where it is not possible to maintain the spacing of 1.8 m, wear a filtering anti-dust half mask, class FFP2 without exhalation valve pursuant to UNI EN 149:2009 or equivalent after training in its use.
- Wear, if called for by the activity performed, protective gloves against chemicals and dangerous micro-organisms in accordance with UNI EN 374-5: 2017, marked for protection against fungi, bacteria and viruses or equivalent.
- Disposable work overalls are recommended. If open flames are used, evaluate in advance, with the advice of the Prevention and Protection Service, the degree of flammability of the material. If washable work clothes are used, particular care must be taken with respect to the risk of contamination of clothes during washing operations.

7.7.2.3 Implementation procedures and responsibilities
- Employer/Work Safety Manager: supplies PPE to staff.
- Work Safety Manager/RADR/Supervisor: organizes shifts and spaces in order to guarantee social distancing, keeping into account also the aspects related to emergencies.
- Manager / RADR / Person in charge: supervises compliance by workers with the provisions of this protocol.
- Person in charge: checks that protective masks and PPE are correctly worn.
- Person in charge: checks that, where possible, the minimum distance of 1.8 m is maintained.
- Personnel in charge: checks the temperature at the beginning or accepts the self-certification at the beginning of the activities.
- Personnel (in charge, workers) and cleaning staff: control of disinfectant gel dispenser and replacement.
- Personnel (person in charge, workers): cleans the equipment and tools used paying a special attention to those of most common use.
- RADR / Person in charge: checks that the PPE and anti-contagion means used are safely disposed of.
- Person in charge: checks that the PPE and anti-contagion means used are safely disposed of.

7.7.2.4 Education, Information, Training
Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9.

7.7.3 Stables
7.7.3.1 Prevention measures
- Organize activities where possible in accordance with the rules of social separation of 1.8 m between workers.
- Organize the activity in order to reduce interference and contact opportunities with external jobs (e.g. maintenance by external companies).
- Provide for temperature control on arrival or collect substitute declarations certifying the absence of fever.
- Prevent the shared use of equipment, machinery, and working tools by cleaning them with a specific detergent before, during and at the end of the job.
- Wash hands frequently with soap and water and, if necessary, equip workers with antiseptic gel.
- Provide for frequent washing of work clothing.
- Provide for daily cleaning and sanitation of service cars and driver’s cabins of vehicles.
• Thorough hand cleaning before the beginning and at the end of the activity and whenever the need arises is strongly recommended.

7.7.3.2 Protection measures and PPE
• All staff and students must wear a type II medical face mask (surgical masks) in accordance with the UNI EN 14683:2019 standard or equivalent.
• In cases where it is not possible to maintain the spacing of 1.8 m, wear a filtering anti-dust half mask, class FFP2 without exhalation valve pursuant to UNI EN 149:2009 or equivalent after training in its use.
• Wear, if called for by the activity performed, protective gloves against chemicals and dangerous microorganisms in accordance with UNI EN 374-5:2017, marked for protection against fungi, bacteria and viruses or equivalent.
• Disposable work overalls are recommended. If open flames are used, evaluate in advance, with the advice of the Prevention and Protection Service, the degree of flammability of the material. If washable work clothes are used, particular care must be taken with respect to the risk of contamination of clothes during washing operations.

7.7.3.3 Implementation procedures and responsibilities
• Employer/Work Safety Manager: supplies PPE to staff.
• Work Safety Manager/RADR/Supervisor: organizes shifts and spaces in order to guarantee social distancing, keeping into account also the aspects related to emergencies.
• Manager / RADR / Person in charge: supervises compliance by workers with the provisions of this protocol.
• Person in charge: checks that protective masks and PPE are correctly worn.
• Person in charge: checks that, where possible, the minimum distance of 1.8 m is maintained.
• Personnel in charge: checks the temperature at the beginning or accepts the self-certification at the beginning of the activities.
• Personnel (in charge, workers) and cleaning staff: control of disinfectant gel dispenser and replacement.
• Personnel (person in charge, workers): cleans the equipment and tools used paying a special attention to those of most common use.
• RADR / Person in charge: checks that the PPE and anti-contagion means used are safely disposed of.
• Person in charge: checks that the PPE and anti-contagion means used are safely disposed of.

7.7.3.4 Education, Information, Training
Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9.

7.7.4 Workshops
7.7.4.1 Prevention measures
• For the measures relating to access management, please refer to the provisions for all activities in par. 7.1.1.
• Provide for temperature control on arrival or collect substitute declarations certifying the absence of fever.
• For laboratory activities it is necessary to reconcile the need for social containment, which requires maintaining an interpersonal distance of 1.8 m, with that of avoiding the risks deriving from working alone.
• For this reason, while recommending that the safety distance of 1.8 m is always maintained even when carrying out normal work in the workshops, it is considered necessary that two operators are always present, in order to avoid the risk related to solo work. The coexistence allows a worker to carry out the
specific activity under the supervision of a second staff member who can intervene in the event of an accident.

- Thorough hand cleaning before the beginning and at the end of the activity and whenever the need arises is strongly recommended.

### 7.7.4.1.1 Organization measures

- The manager/person in charge must set up work shifts. It is also recommended that movements within the common areas be reduced to a minimum, trying to ensure maximum compliance to social distancing measures.

- The use of common equipment or common protective devices such as chemical or biological hoods must be programmed in such a way as to allow only one person at a time, with the safety supervision of another staff member. Where this is not possible or would expose operators to excessive risks, equip operators with a dust filtering half mask, class FFP2 without exhalation valve pursuant to UNI EN 149: 2009 or equivalent.

- Scheduled and unscheduled maintenance of instrumentation as well as technical assistance provided by external contractors must always be scheduled according to shifts, which require the presence of only one person with the safety supervision of another staff member. Where this is not possible or would expose operators to excessive risks, equip operators with a dust filtering half mask, class FFP2 without exhalation valve pursuant to UNI EN 149: 2009 or equivalent.

### 7.7.4.1.2 Waste management

- Reorganize the waste management procedures so that a maximum of two operators are working on them at any given time.

- For waste that includes PPE and anti-contagion means see par. 7.1.3.

### 7.7.4.2 Protection measures and PPE

- All staff and students must wear a type II medical face mask (surgical masks) in accordance with the UNI EN 14683: 2019 standard or equivalent.

- In cases where it is not possible to maintain the spacing of 1.8 m, wear a filtering anti-dust half mask, class FFP2 without exhalation valve pursuant to UNI EN 149:2009 or equivalent after training in its use.

- Wear, if called for by the activity performed, protective gloves against chemicals and dangerous micro-organisms in accordance with UNI EN 374-5: 2017, marked for protection against fungi, bacteria and viruses or equivalent.

- It will be the responsibility of the Manager, with the advice of the Prevention and Protection Service, if deemed necessary, to assess the compatibility in simultaneous use, pursuant to art. 76 paragraph 3 of Legislative Decree 81/2008 of the PPE normally provided for by the activity for the use of chemical, biological products, equipment with those to be worn under this protocol.

- Disposable work overalls are recommended. If open flames are used, evaluate in advance, with the advice of the Prevention and Protection Service, the degree of flammability of the material. If washable work clothes are used, particular care must be taken with respect to the risk of contamination of clothing during washing operations.

- Provide people with long hair with disposable headdress, if deemed necessary by the Workshop manager.

### 7.7.4.3 Implementation procedures and responsibilities

- Employer/Work Safety Manager: supplies PPE to staff.
• Work Safety Manager/RADR/Supervisor: organizes shifts and spaces in order to guarantee social distancing, keeping into account also the aspects related to emergencies.
• Manager/Person in charge: supervises compliance by workers with the provisions of this protocol.
• Personnel (person in charge, workers): check that whoever enters and circulates inside the building is wearing protective masks correctly and maintaining a minimum distance of 1.8 m.
• Staff (all): where possible, periodically ventilate the premises.
• Personnel in charge: checks the temperature of those who enter the building or accept the self-certification.
• Personnel (in charge, workers) and cleaning staff: control of disinfectant gel dispenser and replacement.
• Personnel (in charge, workers): provides for the periodic cleaning of surfaces such as counters, hoods, cabinets, keyboards, telephones, equipment etc. with particular regard to those commonly used.
• RADR / Person in charge: checks that the PPE and anti-contagion means used are safely disposed of.

7.7.4.4 Information, Education, Training
Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9.

7.8 Other activities

7.8.1 Commuting from home to the workplace and vice versa
Throughout the emergency period, it is recommended that all workers limit the use of public transport to the strictly necessary. Therefore, where the distances allow, it is recommended to move on foot or by bicycle or, where this is not possible, by using one’s own vehicle.

In case the use of public transport is unavoidable, it is recommended to use disposable protective gloves or to clean/sanitize hands with alcohol gel before and after the use of public transport.

The employer and management shall take organizational measures to limit commuters to the minimum possible.

7.8.2 Use of the University vehicles
The presence of only one person per vehicle is strongly recommended.

In strictly necessary cases, the maximum number allowed is two people. In this case the second person will sit on the rear seat, on the opposite side to the driver. In cases where it is not possible to maintain an interpersonal spacing of 1.8 m, wear a filtering anti-dust half mask, class FFP2 without exhalation valve pursuant to UNI EN 149:2009 or equivalent.

7.8.2.1 Prevention measures
After use, the driver must sanitize the steering wheel, gearbox and other exposed parts (dashboard etc.) with ethanol solutions at concentrations of 70%, or chlorine-based products at a concentration of 0,1% and 0,5% active chlorine (bleach) or other disinfectant products with virus-killing activity.

Do not use the air conditioning and the recirculation function of the air conditioning system, and frequently change the air inside the vehicle by opening the windows.

In case it is not possible to do without air conditioning (long journeys):
• Carry out an initial maintenance of the passenger compartment ventilation system with the replacement of the pollen filter and the sanitization of the system in a specialist workshop able to certify the operation.

• Repeat the sanitizing operation at the workshop whenever it is necessary and in any case with a frequency not exceeding 30 days. For each sanitization, the workshop will have to issue relevant certification.

• Do not use the air conditioning and the recirculation function of the air conditioning system, and frequently change the air inside the vehicle by opening the windows.

7.8.2.2 Protection measures and PPE

• All staff and students must wear a type II medical face mask (surgical masks) in accordance with the UNI EN 14683: 2019 standard or equivalent.

• Wear, if called for by the activity performed, protective gloves against chemicals and dangerous microorganisms in accordance with UNI EN 374-5: 2017, marked for protection against fungi, bacteria and viruses or equivalent.

7.8.2.3 Education, Information, Training

Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9.

7.8.3 Construction sites survey and management

The management of the construction sites is regulated by the specific provisions of TITLE IV of Legislative Decree n. 81/2008. following the issuance of the order of the President of the Region of Tuscany n° 40 of 22/4/2020, additions were made to the PSC and POS or PSS of the shipyards in progress, as well as to the suspended shipyards which will be prepared to reopen during the state of health emergency, In order to adapt these documents to the anti-contamination measures COVID-19.

Therefore, access to the construction sites by the university staff must be made in accordance with the provisions set out in the integrations of the documents referred to in the previous point, whose drafting is entrusted to the CSE, in agreement with the RUP and the DL.

Below are some general actions and recommendations to be implemented daily in emergency conditions associated with the SARS-CoV-2 viral epidemic in all work environments.

7.8.3.1 Prevention measures

• Provide for the control of body temperature before entering the workplace, in compliance with the legislation on sensitive data.

• Reduce interference and contact between workers, whether employees of the contracting undertaking or subcontracting firms.

• Thorough hand cleaning before the beginning and at the end of the activity and whenever the need arises is strongly recommended.

7.8.3.2 Protection measures and PPE

• Organize activities where possible in accordance with the rules of social separation of 1.8 m between workers.

• All staff and students must wear a type II medical face mask (surgical masks) in accordance with the UNI EN 14683: 2019 standard or equivalent.

• Dispose of single-use protective equipment at the end of the activities in accordance with the provisions given by the site managers.
• Use single-use hand PPE - protective gloves against chemicals and harmful micro-organisms UNI EN ISO 374-5:2017. The PPE must be safely disposed of at the end of the shift.
• Prevent the shared use of equipment, machinery, and working tools by cleaning them with a specific detergent before, during and at the end of the job.
• Provide for daily cleaning and sanitation of service cars and driver's cabins of heavy machinery.
• Provide for cleaning and sanitizing of the premises according to the ministerial instructions.

7.8.3.3 Implementation procedures and responsibilities
• Employer/Work Safety Manager: supplies PPE to staff.
• Manager / Supervisor: supervises compliance by workers with the provisions of this protocol.
• Person in charge: checks that protective masks and PPE are correctly worn
• Person in charge: checks that, where possible, the minimum distance of 1.8 m is maintained.
• Personnel in charge: checks the temperature at the beginning or accepts the self-certification at the beginning of the activities.
• Personnel (person in charge, workers): cleans the equipment and tools used paying a special attention to those of most common use.

7.8.3.4 Education, Information, Training
Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9, page Errore. Il segnalibro non è definito..

7.8.4 Food and beverage vending machines
• Access to food and beverage distributors laced at a distance of less than 1.8 m each is permitted to only one person at a time.
• For this purpose, ground signs (adhesive strips, etc.) will be placed indicating the social distance to be observed (1.8 m).
• Before using the vending machine, it will be the care of the users to clean their hands with sanitizing gel. For this purpose, special dispensers will be installed in the vicinity of the vending machines.
• Particular care will be taken during daily cleaning operations to clean the surfaces and keypads of food and beverage vending machines.
• Food and beverage vending machines will not be in operation in the lecture halls buildings.

7.8.5 Temperature measurement
Manual temperature measure will be implemented where it is not possible or convenient to install automatic reading systems. This operation will be carried out by the staff of guard or concierge. Given that the nature of such operation does not allow to respect the interpersonal distance of 1.8 m, the personnel in charge will therefore be equipped, for the entire duration of the operation, of FFP2 filtering face half mask without exhalation valve, after special training in its use.

7.8.5.1 Protection measures and PPE
• In cases where it is not possible to maintain an inter-personal spacing of 1.8 m, wear a filtering anti-dust half mask, class FFP2 without exhalation valve pursuant to UNI EN 149:2009 or equivalent.
• Wear, if called for by the activity performed, protective gloves against chemicals and dangerous micro-organisms in accordance with UNI EN 374-5: 2017, marked for protection against fungi, bacteria and viruses or equivalent.

7.8.5.2 Education, Information, Training
• How to measure fever with remote thermometers
• Training in the use of FFP2 filter face half masks

Education, Information, Training will be delivered, where necessary, according to the procedures described in Chapter 9.

7.8.6 Meetings of Commissions, Collegial and other Bodies

It is possible to restore in-person meetings provided that they can be carried out in strict compliance with the anti-contagion protocol and for numbers of participants that tend to be limited. For all other cases, the remote mode remains the default. Dedicated software has been acquired to allow the management of secret ballots. As soon as feasible, tutorials will be prepared and presented to the governing organs. Its use will likely be regulated.

7.8.7 Internships

Internships have now resumed almost everywhere in the manner allowed, i.e. in-person where possible, or at a distance in remote work, even in the light of the DM subsequently decreed.

The “Update of the operating Guidelines for the gradual resumption of institutional activities for the academic year 2020/2021 valid from 1 September 2020 until further resolutions” approved by the University bodies on 31 August 2020, recommends giving priority to the achievement of the credits (CFU) for the regular conclusion of the course of study, using the various alternative methods already decided, since it acknowledges that there could be objective difficulties in being able to accept in-person or even remote practical internship requests from external entities/Companies or within the University and the individual Departments.

With the Decree of the President of the University, N. 73965(577) of 5 June 2020:

• The continuation of the curricular and non-curricular traineeships and the traineeships taking place abroad has been authorized.
• The training of doctors in specialized training and specific training courses in general medicine has been authorized.
• It has been made possible to carry out, where feasible, remotely the activities of curricular internship, including those of the degree courses of the medical and health area, while respecting the provisions contained in the D.M. 9 April 2020, n. 12.
• It has been allowed to carry out remotely the scheduled activities of professional training, both within the course of study and after it, planned for the qualification to the practice of the individual profession, pursuing the objectives and the aims foreseen in the agreements concluded between universities, institutions, accredited bodies and professional board for the professions that foresee their existence and in any case in compliance with the provisions of the D.M 11 December 2019, n. 1135, by arts. 1 and 2 of the D.M. 9 April 2020, n. 12 and art. 3 of the D.M. 38 of 24 April 2020.
• In agreement with the Regional School Office, it has been made possible for students enrolled in the master’s degree in Primary Education to carry out the activities of:
  o direct internship by means of the method of assisting the teachers tutor of practical internship, in the activities of distance didactics conducted with the students of the primary and childhood school, in the accredited school institutions.
  o Indirect training through the remote procedures defined by the School of Humanities and Education.
• In agreement with the Institutes of the Regional Health System and other bodies with which specific agreements have been signed, students enrolled in the Master’s degree in Medicine and
Surgery, in the Master's degree in Dentistry, in addition to the distant-learning activities referred to in point 3 above, the courses of undergraduate and graduate degrees of the health professions may carry out the planned practical training activities in person. To this end, the School of Human Health Sciences agrees with the institutes and the bodies in question specific restart plans, taking into account the measures provided for in the Anti-Contagion Protocols of the institutes.

- In-person internships have been allowed within the structures owned or in use by the University for students in compliance with the training obligations in the field of workplace safety.
- In-person internships have been allowed outside the structures of the University for students in compliance with the training obligations in the field of safety and prevention in the workplace and with the consent of the host in agreement with the University of Florence.

7.8.7.1 Fulfilments for distance-learning internships
Since these activities are carried out in remote working mode, it will be the responsibility of project managers to provide trainees with information on work safety (art. 22, paragraph 1, of the law of 22 may 2017 n. 81), which can be found at: https://www.ateneosicuro.unifi.it/upload/sub/pdf/agile-INFORMATIVA-INAIL.pdf.

7.8.7.2 Fulfilments for in-person internships with employers other than the University and its affiliated bodies
For traineeships carried out in the presence of external employers, without prejudice to the requirements of D. Lgs. 81/2008, the regulations foreseen for staff of the University posted in external institutes or companies will be applied.

7.8.7.3 Internships
In-person internships have been allowed within the structures owned or in use by the University for students in compliance with the training obligations in the field of workplace safety. To this end, the Schools of reference define a program of the traineeships in agreement with the Departments responsible for the structures of the place of practical internship that guarantee the respect of the measures contained in the protocol against infection for SARS COV 2 of the University.

Such programming shall document compliance with the anti-contagion protocol for the placement of the trainee in the host structure and shall contain, at least:

- The number of traineeships programmed.
- The locations (buildings, rooms) where trainees will operate.
- The distance, prevention and protection measures that will be put in place: If it is possible to maintain the distance of 1.8 m for the whole activity, what kind of PPE are necessary (taking into account that in case it is necessary to wear half masks face FFP2 preliminary training is required), etc.

The inclusion of trainees in the workplace, which is considered for all workers in terms of health and safety at work, will follow the relevant provisions of this Protocol.

7.8.8 First aid teams
- Assume that each patient has the COVID-19 and treat it appropriately. The patient may be asymptomatic but still be a carrier of the virus.
- Respect social distance wherever possible.
- Wear appropriate PPE and proceed with first aid without delay.
• If the patient is responsive and able to follow indications for self-medication, the responder must provide indications from a safe distance (2m). If the patient has a face barrier or mask, they should be encouraged to wear it during rescue manoeuvres. It may also be necessary to make bandages and other operations in an area far from that of immediate contact.
• If the patient does not respond or cannot proceed with self-medication, then care must be provided directly to the patient. In any case, the patient and responder must be aware of the risk of transmission of the virus.

7.8.8.1 Sequence of actions to follow
• Call medical emergency service immediately (118)
• If possible, wear gloves when touching or moving the patient.
• If available, wear a face barrier or mask and consider doing the same on the patient’s face.
• Touch and move the patient only if absolutely necessary, remembering that all surfaces above and around the patient may be contaminated by the virus.
• Provide directly only essential first-aid measures in order to limit exposure. These include the control of significant bleeding, the application of bandages, the control of responsiveness by gently shaking or calling the patient, and the repositioning of the patient.
• After relief has been given, it is essential to:
  o Remove and dispose of all PPE
  o Wash one’s hands with soap and warm water for at least 20 seconds or sanitize with alcohol-based gel
  o Wash all clothing as soon as possible

7.8.8.2 Recommendations for BLS (Basic Life Support)
• Cardiac arrest is identified if the victim is not responding and does not breathe normally.
• To verify the victim's response, it is recommended to gently shake the victim and call them out loud. Stand to the side of the victim at the height of their pelvis and gently grasp them by the hips.
• The assessment of breathing is carried out by observing whether the victim is breathing normally while remaining on their side at pelvis height and observing from this position any movements of the chest and abdomen. In order to minimize the risk of infection, it is recommended not to open the airways and not to place your face near the mouth and nose of the victim.
• If the person does not respond or breathe normally, call the medical emergency service (118).
• If you have a single responder in charge of resuscitation, use a hands-free telephone, if possible, to communicate with the 118 Operations Centre during CPR (Cardio-pulmonary Resuscitation).
• Consider placing a surgical mask on the victim's mouth and nose before beginning chest compressions and defibrillation.
• Follow the instructions provided by the 118 Operations Centre on the telephone.
• After CPR is completed and as soon as possible, wash hands thoroughly with soap and water or sanitize hands with a hydro alcoholic gel.
• If necessary, apply an EPAS where available and follow the EPAS instructions.
• Perform CPR with compression only, in line with national guidelines.

7.8.9 Public examinations procedures
7.8.9.1 Prevention measures
• Provide adequate information for candidates on the prevention measures taken, the manner in which selections are carried out and the behaviour to be held at the venue.
• To provide for procedures for convocation and access to the examination venue aimed at avoiding gatherings and to guarantee the maintenance of the distance of candidates by at least one meter (recommended 1.8 m). In particular, for tests with a considerable number of participants, it is possible, for example:
  - partitioning the premises where identification and testing are held, providing, if possible, external access to the building and separated by batches of candidates.
  - provide for the convocation of the candidates in different time slots, extending the access time to the examinations.

• To regulate, on the basis of the number of candidates, flows and paths in a one-way mode and always keeping adequate interpersonal distancing, with separate entry and exit paths, whenever possible.

• Candidates may be given plastic bags to store bags, jackets or other personal belongings.

• At the desks where the identification procedures are carried out, place separation panels between the candidates and the personnel. The staff at the registration desk will have to carry out the hand sanitization frequently, with the available hydro-alcoholic gel, since they are in contact with paper documentation.

• Use simplified identification methods, avoiding delivering material to the gates but preparing on the desks inside the examination room the documentation necessary to carry out the test. At the identification gates, candidates should receive only their personal details card.

• Before the start of the identification procedures, the candidates must sanitize their hands. For this purpose, sanitizer dispensers are positioned at the entrance.

• Provide for a method of recording the place occupied by each candidate during the test, which allows to track in an unequivocal way the mapping of each candidate. Keep the location record for at least 14 days.

• Ensure a distance between the participants in the procedure (candidates, support staff, members of the Commission) of at least 1.8 m, in each direction, from the individual candidate’s position.

• The capacity of the venue must be determined taking into account the number of participants, so that there are at least 4 square meters for each candidate and the space required for the Commission members.

• In order to guarantee the interpersonal distance, compulsory paths should be marked by means of horizontal and vertical signs at every point of the venue and for the use of the toilets.

• Before the start of the competition session, the premises must be thoroughly cleaned and sanitized (for the procedures to be carried out, see par. 5.3).

• Ensure the maximum natural ventilation possible in the rooms (for the mechanical air ventilation, see par. 5.5).

• In the case of tests that take place in back-to-back succession of groups, provide for cleaning and sanitization of the stations and the toilets at each group change. In particular, sanitize the surfaces and materials most touched, such as handles, tables, seats, taps, pens, etc.

• The preparation and distribution of the printed materials made available to the candidates shall be carried out by the support staff and the members of the Commission, who should thoroughly clean their hands with soap and water or sanitizer both before and after material preparation and distribution.

• At the end of the test, in order to ensure an orderly outflow of the candidates, to avoid gatherings and to maintain the interpersonal distance, the candidates shall sit and signal the Commission members or the support staff, who will collect the examination material. Candidates may only stand up after they
have handed in the examination papers, upon authorisation from the Commission members or support staff.

- Before and after the examination papers have been returned, the support staff and committee members must thoroughly clean their hands with soap and water or sanitizer. Thorough and frequent cleaning of the hands must also be carried out during all the subsequent operations to be carried out on the envelopes and on the papers, including those of evaluation of the tests.
- The oral examination may take place in person. As regards the manner of carrying out the oral part of the public examinations, please refer to the oral exams procedure (par. 7.2.3).

### 7.8.9.2 Protection measures and PPE

- All individuals involved in the examination procedures (candidates, members of the Commission, support staff) must wear type II face mask (surgical masks) in accordance with the UNI EN 14683: 2019 standard or equivalent for the entire duration of the activities.
- Personnel assigned to identify candidates must wear a filtering anti-dust half mask, class FFP2 without exhalation valve in accordance with the UNI EN 149:2009 standard or equivalent.
- Surgical masks will be made available by the administration to candidates who do not have them.