**Guidelines’ update**

*For the gradual resumption of institutional activities in academic year 2020/2021*

*Valid from 15 October 2021 until further deliberations.*

In view of the ministerial indications for the organization of the in-person learning and one month after the resumption of activities, the epidemiological situation having been assessed, the document is updated as follows. It shall replace in its entirety what was previously decided. Based on the new provisions in these guidelines, the anti-infection protocol will be updated.

**General safety measures to be observed in all University premises and during all activities**

- Entry is subject to having a Green Pass and a QR Code
- Recommended distancing: 1 metre
- Face masks and other PPE must be worn at all times as appropriate to the activities carried out and related risks;
- Frequent sanitation of hands and surfaces;
- Sanitation of the premises once a day according to protocols in use;
- Room ventilation according to the attached technical specifications.

In order to ensure compliance with these measures and taking into account the new framework, the following measures are in place:

- [How to download the QRCode](#)
- Methods of verification of the Green Pass (Circulars of the Rector of [17 September](#) and [1 October 2021](#) and FAQ);
- Centralized supply and distribution of PPE and sanitizing material;
- Service contracts with Contractors;

As from 15 October the following is being implemented:

- Redefinition of maximum classroom capacity at 50% of original capacity with student distribution in alternate seats (occupying every second seat).
- This measure will be recommended in all premises and classrooms with dedicated signs. The professor/supervisor will be in charge to monitor compliance with this rule.

**Non-compliance with the general measures is subject to verification by managers, officers and delegates, and failure to comply may result in removal from university premises without prejudice to the application of further specific sanctions.**
**Educational activities**

Students will have to provide their own mask.
While in the classroom, of the students will be allowed to leave the room to reach the toilets whilst abiding by the anti-gathering rules.
Where students are stationed in corridors or courtyards, they must maintain the general security measures implemented in the UNIFI premises (safe distancing, masks and hand sanitation).

a) All the incoming knowledge tests are carried out in remote mode except those for which the Ministry mandates the in-person mode.

b) All lectures of all subjects and programs of the University will be held in person, fully respecting the safety protocols adopted with regards to safe distancing and tracking according to art. 1 paragraph 14 of DL 33/2020, converted with L. 74/2020, and possibly updated with the modalities provided by art. 10-bis of DL 52/2021 (at the time of the drafting of this Act, these are Annexes 18 and 22 of the DPCM 2 March 2021).

c) If it is not possible to guarantee the presence of all students in the classroom, turns or rotations will be set up, automatically regulated by the booking system with the KAIROS application.
To allow all students to participate in-person in the lectures, the mixed presence/distance system mode will be maintained and all lectures will be streamed through the *Cisco WebEx* application.

d) The duration of the academic lecture remains that of the mixed distance/presence mode carried out in the a.y. 2020 - 2021: 1 hour of lecture as per teaching register corresponds to 40 minutes of face-to-face/streamed lecture.

e) **Learning activity plan in mixed in-person/remote mode**
On the basis of the changed premises, the Schools shall revise the plans for the students’ presence in the classroom, taking into account art. 1 of the guidelines of the University (I Semester 2021-2022) adopted by resolution of the Academic Senate of 29 July 2021 and by resolution of the Board of Directors of 30 July 2021, which provide that the lectures of all the subjects of all programs of the University will be held in person.

f) **Video recordings**
The video recording of the lectures, to be carried out in sync on the *WebEx* platform, is strongly recommended to safeguard the continuity of teaching for the benefit of students who are unable to participate in in-person learning. Video recordings will be made available to students on the Moodle platform for at least one week, in non-downloadable mode by default. Video recordings will be accompanied by the requirements for their use.
Teachers who do not record lectures must put in place different forms of lecture recovery (for example, activities for groups of students; individual meetings, handouts or exercises), as indicated in the Ministerial Note of 23 June 2021 and in the note of the Rector, record n. 0248269/2021).

A special section has been created for language laboratories in the Moodle platform dedicated to “complementary learning activities” (formstudelearning.unifi.it/). This section contains the language labs grouped by school, academic year and degree program.

g) **Obligations of teaching staff and language lecturers.**

Lectures are usually held in person.

The dispensation from in-person mode and the consequent transformation of the subject from “in-person” to “remote mode” can be arranged following the acceptance by the Rector of the request presented by the teacher, documented by a medical certificate, on the basis of the opinion of the competent doctor. If the request is not accepted, the course remains “in-person” and the teacher is required to deliver the lecture or seminar face-to-face in the classroom.

**The lack of the Green Pass for teachers is NOT a legitimate reason for the provision of distance learning.**

The teaching staff and language lecturers, being responsible for the learning activities, they will also be responsible for the control of the safety rules contained in the protocol while in class. In the event of a breach, they will invite the student to leave the classroom immediately; if conditions of non-compliance are created, they will interrupt the lesson and have the security service intervene.

h) **Student access to the University premises for in-person classes.**

Access to the premises can be obtained by booking on the website kairos.unifi.it/agendaweb/. The software manual is published in the University pages: https://www.unifi.it/p11895. Once confirmed, reservations will also be visible on the QRACCESS APP.

The following changes are made to the booking system:

- The student profile includes 10 courses of his/her choice beyond the selected degree program.

- Addition of a ROTATION mechanism.

  The rotation is managed directly by the Kairos platform, guaranteeing to each student interested in reserving a seat to take the classes in person the possibility to book a certain number of lectures in presence.

  In summary, the calculation of the number of hours that can be reserved for each subject by each student takes place on the basis of the following elements:
  - number of scheduled hours on the classes timetable, as published on kairos.unifi.it/agendaweb/;
  - reduced capacity of the classrooms in which the lecture is planned;
number of students interested in taking the class in-person, calculated based on the number of students who have entered the subject in their Kairos profile.

The number of lectures/hours booked and bookable by each student is automatically verified by the system within one or two weeks (depending on the number of hours of the course), so the rotation between all the students involved takes place within this time horizon.

The rotation is automatically calibrated according to the needs of each subject; therefore, it will not be applied by the system where not necessary, for example for subjects with few interested students and/or planned in classrooms capable of hosting all enrolled students.

In order to optimize the use of the system, students are invited to configure their profile on Kairos by registering only the subjects that they actually think they want to take in-person.

- Removal of TIME and CHANGE LOCATION constraints.

Students will be able to book lectures during the same time slot morning/afternoon also in different classrooms located in different premises.

The changes relating to point h) will be operational from 20 October 2021.

It is recommended that students who decide not to take the class in person cancel their Kairos reservations without delay.

i) Graduation sessions

- The Programs inform the Schools, the Economic, Logistics and Real Estate Services and the Innovation and Information Services of the in-person graduation calendar with a reasonable advance (minimum time of one week/ten days).

At the same time, the classrooms set up for graduation are confirmed.

There must be a separate room for the Graduation Board to convene.

Attendance should be no more than 10 graduating students per session. The number of 10 is established on the basis of the average capacity of the classrooms measured on pre-covid available seats and with the aim of avoiding that the permanence of candidates and their companions in the hall used for discussion and proclamation will last for more than 3 / 4 hours maximum.

If the individual Schools have different methods of proclamation and management of the graduation sessions, the security measures prescribed above may be appropriately amended under the direct responsibility of the Presidents of the Schools and the strict observance of the Presidents of the Boards in accordance with the same objectives.

- Only classrooms in university premises equipped with turnstiles can be used.

- If there are multiple sessions in the same room, a minimum interval of one hour must be programmed for the management of the persons’ flows and sanitation.

- At the time of the application for graduation, the candidate may exercise the option of in-person or remote mode thesis discussion.
Once the student has chosen the in-person mode, a modification to remote mode at a later stage can ONLY be authorized for certified health impediments and only upon submitting to the School a written request.

− Where the organization allows, Schools can allow for each graduating student a maximum of four people in attendance of whom the names and the email address must be communicated to the contact of the School in charge of authorizing entries for the issue of the relevant QRCode. Once issued, a QRCode will be sent by e-mail to the authorized user with a guest instruction sheet containing an extract of the anti-infection protocol explaining the behaviour to be held during the ceremony and the access control procedures.

Entry is only permitted to individuals holding a Green Pass.

Entry into the UNIFI premises implies acceptance of the rules and measures for the prevention of contagion.

− At the entrance to the building a staff member facilitates the access and verifies the person’s Green Pass.

The list of authorized persons will be sent by the Schools to the Economic, Logistics and Real Estate Services Area and delivered by the latter to the Concierge staff for possible checks of authorized persons.

− In each room there will be a tutor, suitably trained, who will activate what is necessary for streaming and/or recording and will assist the Board by supporting the registration operations in order to facilitate a fully digital operation.

It is the task of the School to send to the graduates the link to follow the streaming of the ceremony.

IT IS STRICTLY FORBIDDEN TO LOITER BY THE EXITS OF THE FACILITY FOR CELEBRATIONS AND GATHERINGS