Operational Guidelines Update
for the gradual resumption of institutional in-person activities for the 2021/2022 academic year
Validity until 31 December 2021

Taking into account the ministerial indications for the organization of in-person didactics and after two months from the resumption of the activities, having evaluated the epidemiological picture, the document is updated with the present formulation. It replaces in its entirety what was previously resolved.
On the basis of the new provisions contained in these guidelines, the Anti-Contagion Protocol will be updated.

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

- Admission subject to possession of Green Pass and QRCode;
- Interpersonal distance: recommended 1 meter;
- Constant use of surgical masks and other PPE depending on the type of activity performed and related specific risks;
- Frequent sanitation of hands and surfaces;
- Sanitation of the premises once a day according to current protocols;
- Room ventilation according to the attached technical specifications.

To ensure compliance with the above measures and in view of the new regulations, the following are in place:
- How to download the QRCode for staff and students
- How to generate a temporary QRCode to track the access of external guests
- Green Pass Verification Procedures (Circulars from the Rector of 17 September and 1 October 2021, FAQ and decree jointly signed by the Rector and the General Manager for the extension of the sample of individual subject to checking);
- Centralized supply and distribution of PPE and sanitizing materials;
- Service contracts with contractor for cleaning and sanitizing;

**Effective 15 October, the following is expected:**
- Redefinition of the maximum capacity of the classrooms to 50% of the original capacity with distribution of students according to alternate positions (occupied chair and empty chair alternating).
- This measure will be recommended in the buildings and classrooms by way of signposts. It is the responsibility of the teacher/supervisor to ensure that this rule is followed.

**Effective 1 November, the following is expected:**
- The redefinition of capacities in accordance with the above recommendations shall be extended to laboratories, the exercise activities, Libraries, study spaces, and other activities conducted within of university buildings.

**Effective 10 November, the following is expected:**
- the capacity in the above locations is increased up to 100% with maintenance of the same reservation systems, tracking and attention to security measures indicated and recommended.
Failure to comply with the general measures is subject to verification by managers, supervisors and delegates and failure to comply may result in removal from university premises made without prejudice to the application of further specific penalties.

Teaching activities

Students will need to provide their own masks. While students are present in the classroom, they will be permitted to leave the classroom to reach the restrooms in compliance with anti-gathering rules. If students are stationed in hallways or courtyards, they must comply with the safety measures enforced inside UNIFI buildings.

a) All entrance tests shall be conducted in distance mode except those for which the Ministry requires in-person attendance.

b) Lectures of all study programs of the University will be held in-person, ensuring compliance with the safety protocols adopted on the subject of distancing and tracking pursuant to art. 1 paragraph 14 of DL 33/2020, converted with Law 74/2020, adopted and possibly updated with the methods provided for in art. 10-bis of DL 52/2021 (at the time of the drafting of this act it is Annexes 18 and 22 of the Prime Ministerial Decree of March 2, 2021).

c) If it is not possible to guarantee the total presence of students in the classroom, rotations will be practiced, automatically regulated by the booking system with the application KAIROS. In order to allow all students to participate in the classes, the mixed in-person/remote system will be maintained, and all classes will be streamed through the Cisco WebEx application at least throughout the first semester.

d) Academic class time remains that of the mixed distance/presence mode practiced in A.Y. 2020-2021: 1 hour of lecture from teaching log corresponds to 40 minutes of in-person/streamed lecture.

e) Plan of teaching activities in the mixed in-person/remote mode
Based on the changed premises, the Schools revise, according to the redetermined capacity, the plans for the classroom attendance of students taking into account Article 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 classes of all study programs of the University will be held in-person.

f) Video recordings
The videorecording of lectures, to be carried out synchronously on the WebEx platform, is strongly recommended to safeguard teaching continuity for the benefit of students who are unable to participate in the in-person learning mode. The video recordings will be made available to students on the Moodle platform for at least a week, in non-downloadable mode, by default. Video recordings will be accompanied by guidelines regarding their use.
Teachers who do not videotape lectures must implement different forms of remediation of lectures (e.g. activities for groups of students; individual office hours, handouts or exercises), as indicated in the ministerial note of 23 June 2021 and in the Rector’s note record n. 0248269/2021).

For language courses, a special section has been created in the Moodle platform dedicated to "Complementary educational activities" (formstudelearning.unifi.it/).

This section contains the seminars and laboratories grouped by school, academic year, and degree program.

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

Classes are routinely taught in-person by the Teacher.

The dispensation from attendance and the consequent transformation of the teaching course from "in person" to "remote" will be arranged following the acceptance by the Rector of the request presented by the teacher, documented by a medical certificate, based on the opinion of the Medical Officer. If the request is not accepted, the course remains "in-person" and the teacher must deliver his or her lectures in-person.

**The lack of a Green Pass for Teachers does NOT constitute a legitimate reason for providing distance learning.**

The teaching staff/language lecturers, while conducting in-person classes, as persons in charge of the learning activities will be responsible to check the compliance to the health measures contained on the Anti-infection Protocol. In case of transgression they will invite the student to leave immediately the classroom; if conditions of non-compliance are created, they will interrupt the lecture and call the security service.

**h) Student access to buildings for in-person instruction.**

As of 20 October, the following measures designed to encourage student attendance are in effect.

Access to the buildings can be made by booking on kairos.unifi.it/agendaweb/. The application user manual is published in the University webpage: www.unifi.it/insiemeinsicurezza. Once confirmed, the reservations will also be visible on the QRACCESS APP.

The following changes have been made to the reservation system:

- Inclusion in the student profile of 10 elective courses beyond the selected Study Program.
- Implementation of a ROSTER mechanism.

The roster is managed directly by the Kairos platform, guaranteeing to each student interested in booking a seat the possibility to book a certain number of classes to be taken in-person.

In summary, the calculation of the number of bookable classes for each course by each student is based on the following elements:

- number of lecture hours planned in the timetable, as published on kairos.unifi.it/agendaweb/;
- reduced or total capacity of the classrooms in which the lecture is planned;
- number of students interested in attending, calculated based on the number of students that have registered the subject in their Kairos profile. The number of classes/hours booked and reservable by each student is automatically verified by the system over the course of one or two weeks (depending on the number of lecture hours), so the rostering among all interested students takes place within this time horizon.

The roster is automatically calibrated to the needs of each subject; so it will not be applied by the system where it is not needed, e.g., for subjects with few students involved and/or planned in classrooms that can accommodate everyone.

In order to optimize the operation of the system we invite students to configure their profile on Kairos registering only the subjects that they definitely want to take in person. The roster mechanism will be active until 10 November, when it will come into effect the booking procedure with 100% capacity.

- Removal of the time and location change constraint.
  It will be possible to book classes during the same morning/afternoon time slot even in different classrooms located in different buildings.

  It is recommended that students who have made reservations and decide not to go to the class cancel their reservations on Kairos.

i) Graduation Sessions
- Graduation exams take place in-person
- The Study Programs communicate to the Schools, to the Economic, Logistics and Real Estate Services and to the Innovation and IT Services the in-person graduation calendar in advance (minimum 7-10 days prior).
At the same time the rooms dedicated to the graduation sessions will be announced.
A separate classroom must be provided for the Commission.
Attendance must include no more than 10 undergraduates per session. The number of 10 is established on grounds of the average capacity of the classrooms measured according to covid mandates compliance and with the aim of avoiding that the candidates and accompanying persons linger in the room used for the discussion and proclamation for more than 3/4 hours.
Where individual Schools have different ways of proclaiming and managing the graduation sessions the safety measures described above can be appropriately modified under the direct responsibility of the Presidents of the Schools and the strict observance of the Presidents of the Examination Boards.
- Only classrooms on university sites equipped with turnstiles may be used.
If there is more than one session in the same classroom, a minimum interval of one hour must be scheduled for people flow management and sanitation.
- At the time of application for graduation, the candidate may opt to discuss their thesis in-person or remotely.
Transformation from the in-person option to remote discussion will be authorized at a later date ONLY in the event that the undergraduate student submits to the School a request attesting to a certified health impediment.

– Where the organization allows it, the schools may allow for each undergraduate the presence of a \textbf{maximum of four accompanying persons} of whom must be communicated names and email to the contact person of the School in charge of authorizing entrances in order to issue the QRCode needed to enter the building.

Once the QRCode is issued it will be sent by email to the authorized user with instructions for guests which include an extract of the Anti-infection Protocol with the correct behaviour during the ceremony and access control procedures.

Admission is allowed only to those in possession of a Green Pass.

Entry into UNIFI campuses implies acceptance of the rules and measures for prevention of infection.

– A steward is provided at the entrance to the building to facilitate access and verify the Green Pass.

The list of authorized users will be sent by the Schools to the Economic, Logistics and Real Estate Services and will be given to the concierge staff for possible controls of the authorized individuals.

– In each classroom there will be an adequately trained tutor, which will activate the streaming and/or recording and assist the Board in order to maximize the computerization of the proceedings.

It is the School's responsibility to send graduation candidates the link to stream the ceremony.

\textbf{IT IS STRICTLY FORBIDDEN TO LINGER AT THE EXIT OF THE BUILDINGS FOR CELEBRATIONS AND GATHERINGS; IT IS RECOMMENDED THAT SCHOOLS TAKE THE APPROPRIATE MEASURES FOR THIS PURPOSE.}

\textbf{j) Oral examinations}

Oral examinations are normally held in-person.

The Schools organize the oral examination sessions in such a way that they can be held in-person in strict compliance with safety measures (tracking, distancing, compliance with the use of PPEs). Listeners are allowed to attend to the extent permitted by the capacity of the classroom and sitting down.

Students may express their preference for the remote mode through a request motivated by serious grounds, such as, for example, health reasons or residence outside of Tuscany.

With regard to remote examinations, the Schools identify organizational measures that may include separate sessions within the session.

\textbf{k) Written examinations}

Written examinations are normally held in-person.

Depending on the type of test, the Schools will have the faculty to provide for the exam to be held also remotely.

The Schools organize the written examination sessions in such a way that they can be held in-person in strict compliance with safety measures (tracking, distancing, compliance with the use of PPEs)

Where the number of students enrolled is high in relation to the capacity of the classrooms, the teacher organizes the examination in several shifts.
l) Libraries
Open according to the capacities defined in the schedules published on the website and booking with double daily shift.

m) Opening of study rooms in the Lecture Halls Buildings
The study rooms in the facilities will all be open as of November 2021 with the capacities defined in the table below and bookable with half-day slots.

Study Spaces

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Real seats</th>
<th>Usable seats</th>
<th>opening date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Torretta</td>
<td>Room 9</td>
<td>52</td>
<td>26</td>
<td>28/10/2021</td>
</tr>
<tr>
<td>Torretta</td>
<td>Room 35</td>
<td>33</td>
<td>17 with Covid curtain</td>
<td>28/10/2021</td>
</tr>
<tr>
<td>Torretta</td>
<td>Room 85</td>
<td>36</td>
<td>18</td>
<td>28/10/2021</td>
</tr>
<tr>
<td>Calenzano</td>
<td>1st floor</td>
<td>28</td>
<td>14</td>
<td>10/11/2021</td>
</tr>
<tr>
<td>Calenzano</td>
<td>2nd floor</td>
<td>40</td>
<td>20</td>
<td>10/11/2021</td>
</tr>
<tr>
<td>Novoli</td>
<td>D14 1st floor</td>
<td>144</td>
<td>72</td>
<td>10/11/2021</td>
</tr>
<tr>
<td>Novoli</td>
<td>D14 2nd floor</td>
<td>144</td>
<td>72</td>
<td>10/11/2021</td>
</tr>
<tr>
<td>St. Verdiana</td>
<td>Room 12</td>
<td>68</td>
<td>34</td>
<td>10/11/2021</td>
</tr>
<tr>
<td>St. Verdiana</td>
<td>outdoor space</td>
<td>60</td>
<td>30</td>
<td>10/11/2021</td>
</tr>
<tr>
<td>St. Teresa</td>
<td>former bar</td>
<td>60</td>
<td>30</td>
<td>10/11/2021</td>
</tr>
<tr>
<td>Morgagni Campus</td>
<td>Room 318</td>
<td>30</td>
<td>15</td>
<td>10/11/2021</td>
</tr>
<tr>
<td>Morgagni Campus</td>
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<td>15</td>
<td>10/11/2021</td>
</tr>
<tr>
<td>Morgagni Campus</td>
<td>Room 316</td>
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<td>10/11/2021</td>
</tr>
<tr>
<td>Santa Marta</td>
<td>1st corridor</td>
<td>30</td>
<td>15</td>
<td>10/11/2021</td>
</tr>
<tr>
<td>Santa Marta</td>
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<td>88</td>
<td>44</td>
<td>10/11/2021</td>
</tr>
<tr>
<td>Ulisse Dini</td>
<td>1st floor</td>
<td>32</td>
<td>16</td>
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</tr>
<tr>
<td>Ulisse Dini</td>
<td>2nd floor</td>
<td>24</td>
<td>12</td>
<td>10/11/2021</td>
</tr>
</tbody>
</table>

The Logistics and Prevention and Protection Service will carry out an inspection to identify study spaces in the departments of the Sciences Campus.

n) Internships
Curricular and extracurricular internships and in-house training activities are permitted in-person in compliance with anti-infection regulations.

o) Student Hours are normally conducted in-person in compliance with distancing, tracking, and safety measures in force and recommended.
p) **Incoming Erasmus students, students enrolled in double or joint degrees programs, students from non-EU countries not physically present in Italy**

*Incoming* Erasmus students whose mobility is in virtual mode will be able to take their exams remotely. The same possibility is granted to students enrolled in double or joint degrees programs, and students from non-EU countries not physically present in Italy.

q) **PhD and non-medical specialization schools**

Teaching and learning will be carried out in-person or remotely or in a mixed mode (in-person and remote) in relation to the evolution of the Covid situation and according to the training objectives of the course. In any case, the carrying out of the in-person teaching activities will be subject to the availability of classrooms intended primarily for bachelor and master degree courses according to the indications of the University.

r) **Medical Specialization Schools**

They are regulated by the School of Human Health Sciences in relation to the relevant provisions of the Regional Health System.

s) **Professional Master Courses, Advanced Training and Continuing Education Courses**

Teaching and learning will be carried out in-person or remotely or in a mixed mode (in-person and remote) in relation to the evolution of the Covid situation and according to the training objectives of the course. In any case, the carrying out of the in-person teaching activities will be subject to the availability of classrooms intended primarily for bachelor and master’s degree courses according to the indications of the University.