Operational Guidelines Update
for the gradual resumption of institutional in-person activities for the 2021/2022 academic year in relation to changes in the epidemiological situation.
Validity until 31 March 2022

Taking into account the ministerial indications for the organization of in-person teaching and after the conclusion of the first semester, having evaluated the epidemiological situation, we update the document with this wording. 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

- Entry subject to possession of Green Pass and QRCode;
- Interpersonal distance: recommended 1 meter;
- Constant use of surgical mask and other PPE depending on the type of activity performed and 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 temporary QRcodes to track the access of external guests
- Green Pass verification procedure (Rector’s circular letters of 17 September and 1 October 2021, FAQs and corresponding decree jointly signed by the Rector and the General Manager for the extension of the sample of individuals subject to checking);
- Centralized supply and distribution of PPE and sanitizing materials;
- Service contracts with contractor for cleaning and sanitizing;

As of 10 November 2021, classroom capacity is allowed to be 100% by maintaining the reservation system, tracking and compliance to security measures indicated and recommended.

This mode applies as long as Tuscany remains in the white or yellow zone.

In case of classification into the orange zone, in order to contain gatherings and risks of contagion, the classrooms’ seat capacity is reduced to 50%. The same measures shall be implemented if the region is classified as red. Certain work and social activities including university teaching are maintained in-person.
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 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 entry knowledge tests shall be conducted remotely except those for which the Ministry of University and Research requires that they be conducted in person.

b) If Tuscany remains in the white or yellow zone, lectures of all study programs of the University will be held in-person, ensuring compliance with safety protocols adopted on the subject of distancing and tracking pursuant to art. 1, paragraph 14 of DL 33/2020, converted into Law 74/2020, adopted and updated in the manner provided for by art. 10-bis of DL 52/2021.

In the event that the Region moves to the orange or red zone, classroom capacity is reduced to 50%. Study programs and Schools may provide for a plan for conducting predominantly face-to-face teaching, giving priority to certain courses, such as those in the 1st year and/or those which characterize the degree program.

c) In the event of overcrowding in the bookings both with 100% capacity and with capacity at 50% it is possible to activate the shift system already set up in the Kairos application (and additional last-minute mode). To allow all students to participate in the lectures, the mixed in-person/remote system mode will be maintained and all lectures will be streamed through the Cisco WebEx application for the second semester as well.

d) Academic class time remains that of the mixed in-person/remote mode used during A.Y. 2020-2021: therefore, one hour of instructional logbook time corresponds to 40 minutes of in-person/streamed lecture.

e) Teaching activities’ plan for the mixed in-person/remote mode  
Based on the changed circumstances, the Schools shall revise, in accordance with the redetermination of the capacity, plans for classroom attendance of students taking into account Article 1 of the guidelines of the university adopted by resolution of the Academic Senate on 29 July 2021, and with resolution of the Board of Directors dated 30 July 2021, providing that tuition of all study programs at the University are held in person.
f) **Video recordings**

The video recording of the lectures, to be carried out synchronously on the WebEx platform, is strongly recommended to safeguard educational continuity for the benefit of students who are unable to participate in classroom activities. Video recordings are made available to students on the Moodle platform for at least one week. The video recordings will be accompanied by guidelines regarding their use.

Teachers who do not record their classes must implement different forms of making up for class time (e.g., student group activities; 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 laboratories, a separate section in the moodle platform dedicated to complementary training 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 normally taught in-person by the tenured Lecturer. The waiver of attendance and subsequent transformation of the teaching course from "in person" to "remote" is arranged following acceptance by the Rector of the request submitted by the lecturer, documented by a medical certificate, based on the opinion of the Competent Medical Practitioner. If the request is not accepted, the course remains "in-person" and the faculty member is required to conduct the course in the classroom.

**All teaching staff have access to facilities based on possession/check of a QR code and Green Pass at the point of access of all facilities.**

The teaching staff and language lecturers, while conducting in-person classes, as supervisors of the educational activities, are responsible for monitoring the safety rules contained in the Anti-contagion Protocol. In the event of a breach of rules, the student is asked to leave the classroom immediately; if the invitation is not respected, the Teacher/language lecturer interrupts the class, and asks for the security service to intervene.

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 software manual is published in the University pages: [https://www.unifi.it/vp-11895-together-safely.html](https://www.unifi.it/vp-11895-together-safely.html). Once confirmed, reservations are also 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. This mechanism is activated when the number of students who have indicated on KAIROS their intention to take the subject exceeds the number of seats of the classroom capacity, both in the case of 100% capacity and in the case of capacity reduced at 50%.
The roster is managed directly by the Kairos platform, guaranteeing to each student interested in booking the possibility of booking a certain number of in-person lectures in the classrooms. In summary, the calculation of the number of bookable hours for each subject by each student depends on the following parameters:

- number of hours of scheduled classes 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 lessons/hours booked and bookable by each student is automatically verified by the system within one or two weeks (depending on the number of lecture hours), then the possible rotation among all interested students occurs within this time horizon.

The roster is automatically calibrated to the needs of each subject; therefore, it is not enforced by the system where it is not needed (e.g., for example for subjects with few interested students and/or planned in classrooms that can accommodate everyone). In order to optimize the operation of the system we invite the students to configure their profile on Kairos by entering only the subjects that they actually want to take in person.

Considering that in some situations not all the seats are occupied, the system allows last-minute booking from 48 hours before the beginning of the lecture until 11:59 a.m. the night before. This reservation does not consume the hours calculated by the algorithm regulating the roster.

In order to optimize the functioning of the system, students are invited to configure their profile on Kairos by entering only the subjects that they actually want to take in person and eliminate the others.

- 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 booked and decide not to go to the class, cancel their reservations on Kairos.

i) Graduation Sessions

As long as the risk index of the Tuscany Region is in the white or yellow zone, the following requirements apply:

The individual Study Programs communicate to the Schools, to the Financial, Logistics and Assets Service Area and to the Area for Innovation and Management of Information and Computer Services the calendar of graduation sessions to be held in person with an adequate advance notice (minimum time one week / ten days). At the same time, the classrooms set up for graduation are communicated.

A separate classroom must be provided for the Commission.

No more than 10 undergraduates per session are expected. The number of 10 is determined by the average capacity of the classrooms as measured with anti-gathering principles in mind and with the aim of avoiding that the permanence of candidates and their guests in the room used for the discussion and the proclamation is longer than 3 or 4 hours at the most.
Where individual Schools have different ways of proclaiming and managing discussions, the safety measures prescribed above can be appropriately varied under the direct responsibility of School Presidents and the strict compliance of Commission Chairs with respect to the same purposes.

Only classrooms in university premises equipped with turnstiles can be used.
If there is more than one session in the same classroom, a minimum interval of one hour must be scheduled for the management of the persons’ flows and for the sanitation.
At the time of the application for graduation, the candidate can exercise the option of in-person or remote mode thesis discussion.
Transformation from in-person option to remote discussion can be authorized at a later stage ONLY in the event that the graduating student submits to the School a self-certified request attesting to a health impediment.
Where the organization permits, schools may allow for each in-person graduating student a maximum of four accompanying persons whose names and e-mail address must be communicated to the school contact person in charge of authorizing entrances and the issue of the QR Code for entry.
Once issued, a QRCode will be sent by email 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.
Admission is allowed only to those in possession of a Green Pass.
Entry into UNIFI campuses implies acceptance of the rules and measures for the prevention of infection.
At the entrance to the building a staff member facilitates the access and verifies the person’s Green Pass.
The list of authorized parties is sent by the Schools to the Economic, Logistical and Property Services Area and in turn this is handed over to the concierge staff for possible controls of the authorized entries.
Each classroom is equipped to stream the graduation session.
It is the School’s responsibility to send graduation candidates the link to stream the ceremony.
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.

In case of classification into the orange zone, in order to contain gatherings and risks of contagion, graduation exams are normally carried out remotely, according to the methods defined in DR 1248 of 29/10/2020.

When in the red zone, graduate exams are always held remotely.

J) Oral examinations

Oral examinations are normally held in-person. Teachers and Schools organize exam sessions so that they can be conducted in person in strict compliance with safety measures (tracking, spacing, compliance with the use of devices). Where the number of enrollments is high, the lecturer shall preliminarily organize the calendar over several days and notify the students enrolled in this organization for the purpose of student reservation/attendance in the classroom.
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 or in an area where at the time a lockdown is implemented (see template of the request form).
With regard to remote examinations, the Schools identify organizational measures that
may include separate sessions within the session.

In the orange zone, also in order to contain crowds and risks of infection, the oral exams are normally conducted remotely without prejudice to the possibility for the student to request to take the exam in person in specific and adequately justified cases.

When in the red zone, exams are always held remotely.

k) Written examinations

When in white and yellow zone, written examinations are normally held in-person. The Schools organize 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 lecturer organizes the examination in several shifts.

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 or in an area where at the time a lockdown is implemented (see template of the request form).

In the orange zone, also in order to contain crowds and risks of contagion, the written exams are usually conducted remotely without prejudice to the possibility for the student to request to take the exam in person in specific cases and adequately justified.

When in the red zone, exams are always held remotely.

l) Libraries

Open according to the capacities defined in the schedules published on the website and seat booking with double daily shift.

m) Opening of study rooms in Buildings with lecture halls

The study rooms in the facilities will all be open as of 10 November 2021 with the capacities defined in the table below and bookable with half-day slots.
Beginning 15 December, student representatives’ rooms with a 50% capacity have been added to the study rooms. Access via registration on the Kairos platform for the necessary tracing.

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

o) Student Office Hours
Office 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 foreign 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
The teaching activities are carried out in person, remotely or in mixed mode (in-person and remotely) in relation to the evolution of the Covid-19 situation and according to the training objectives of the course. In any case, in-person teaching is subject to the availability of
classrooms intended primarily for bachelor’s and master’s degree programs 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
   The teaching activities are carried out in person, remotely or in mixed mode (in-person and remotely) in relation to the evolution of the Covid-19 situation. In any case, in-person teaching is subject to the availability of classrooms intended primarily for bachelor and master courses according to indications of the University.