

**Update of the Operating Guidelines
for the gradual resumption of institutional activities after the Lockdown.
From 3 to 30 June 2020**

Prevention measures already carried out and in progress

Sanitation of all structures according to the rules established by the Ministry of Health; drafting of the Anti-Contagion Protocol and provision of the appropriate Personal Protection Devices (PPE) by the Prevention and Protection Service (SPP); a Protocol with the Tuscany Region for a voluntary screening by serological tests of all teaching and admin staff, postdoctoral fellows and PhD students has been agreed and the implementation of the campaign is underway.

Teaching activity

The **second semester**, as regards to in-person learning, **will conclude remotely**. As for the experiment laboratories and the off-site exercises, alternative projects to in-person attendance have been developed, or are in progress, where it is impossible to reconcile them with the measures of the Anti-Contagion Protocol so that all training and exams can be concluded by 30.06.2020.

In some cases, for small numbers of participating students, in-person projects of both workshops and off-site exercises were approved by the President after receiving a positive opinion from the SPP. Other projects of this kind can therefore be approved with a simplified procedure project-SPP opinion-President approval via silence-consent in 24 hours, provided that they are concluded by 30.06.2020.

In any case, in this second circumstance, the rights of students unable to attend have been safeguarded, with appropriate material available on the e-learning platforms. It is recommended to offer students, when and if possible, recovery sessions of experimental laboratory activities or optional off-site exercises, in order to remedy any unsuccessful trials of the current AY.

The traineeships are now resumed almost everywhere in compliance with current anti-contagion rules, that is in-person where possible, or remotely. To give flexibility and meet students' needs, the alternative methods and the calculation of the achievement of the credits in-person or remotely at 60% of the expected remain in force, subject to the approval of the relevant Educational board.

Those laboratories essential for the conclusion of degree theses for all students scheduled for the extension sessions of 15.06.2020 have already been reopened - in compliance with the anti-contagion rules. In the event that these laboratories are also for research purposes, what has been decided for the resumption of research activities applies. These workshops are also open to graduating students scheduled for other sessions. The presence of the students in these laboratories was calculated in the 1/3 foreseen by the previous Guidelines, except in the case of buildings that only see the presence of students: for these the maximum number has been decided on the basis of the Anti-Contagion Protocol and within those "small numbers" referred to in the Laboratories above. Based on what is reported below in the "Research and Technology Transfer" section, the new maximum attendance number will be increased **from 1/3 to 2/3**.

The library service has resumed in the loans-only mode, in compliance with the Anti-Contagion Protocol and from 25/05/2020 the consultation will also resume in accordance to the rules published on the libraries' website.

Exams and graduations will continue online until further notice with the commitment to make available equipped classrooms for those students who have difficulty connecting from their home or lacking IT equipment.

The deadlines for the 2019/2020 Academic Year Manifesto degli Studi (Students Regulations) remain confirmed, as well as all other deadlines related to the programmes offered, with the extensions already in place.

Professional Master courses, specialization courses and professional update courses of the current AY, beyond any displacements of scheduled lessons/exercises, the planned activities must still be completed by the end of the course, possibly online, to allow the timely achievement of the academic title. Upon request and with the consent of all participants, in order to fully carry out activities that have been delayed, an extension beyond the scheduled end date of 30 April 2021 may be requested. In case the agreement is not unanimous, those who are not willing to give consent must be guaranteed the award of the qualification by 30.04.2021 through the use of online activities to replace those in-person foreseen during the extension period.

The didactic activities of the PhD courses, except for those attributable to the learning of research laboratory skills regulated below, must be concluded by the scheduled dates, online or, if this is possible given the reduced numbers, even in-person, subject to appropriate authorization from the Coordinators of the Doctorates, after hearing the Directors of the Departments and/or the Presidents of the Schools. The submission date for the Ph.D. thesis can be extended by two months, that is to 31.12.2020, at the request of the candidates. The modalities for the extension of the scholarship are to be announced by the Ministry.

Educational activities related to the 2020/2021 academic year, are yet to be regulated.

There are four possible scenarios that may occur:

- scenario 1: teaching resumes in the traditional way without limitations on mobility or distancing among individuals;
- scenario 2: in-person learning resumes, but with a distancing that cannot accommodate the entire body of students in the current configuration of classrooms;
- scenario 3: learning resumes remotely without the possibility of students being present in the classroom, but with the possibility for teaching staff to use the classroom to record their lectures;
- scenario 4: learning resumes remotely without the possibility of classroom attendance for students or teachers (as per Lockdown mode in March-April 2020).

Given that there may be problems related to national and international mobility, as well as economic difficulties for many families, it would be appropriate for the new regulations to specify that for the 2020/2021 Academic Year, the IT platforms will be enhanced in order to equip all students with digital tools to deal with any of the scenarios that may occur during the entire Academic Year.

Research and technology transfer activities

The opening hours of the venues will resume as usual.

The Departments will update their work schedules already tested in May along the following lines:

- Identification of those research and technology transfer activities that can still be carried out without access to the buildings in order to select the staff (teachers, researchers, admin staff, postdoctoral students, PhD students, fellows, etc.) who can continue to work from home and therefore will not be authorized to access the buildings, except in exceptional cases for material recovery or other urgent matters.
- Identification, in this phase (from 3 to 30 June 2020), of the number of people to be authorized in the various locations pertaining to each of the departments up to a maximum of about 2/3 of the users of the buildings in normal conditions (for the calculation take into account ALL the people in the various capacities who would normally access the building); the number can obviously be broken down by floor, wing, individual rooms or laboratories, etc., provided that the total number remains less than or equal to 2/3 of the total; movements from one building to another are permitted without communication or authorization, where offices and laboratories are located, for example, in two separate complexes;
- Support technicians must be included in the 2/3 of total number of people using the building at any one time. It is considered reasonable for the maximum efficiency of the structures that their presence is at least equal to 50% of their working hours, and possibly up to 100% if needed, while respecting the 2/3 of building capacity as above;
- In the Departments of the Biomedical Area the teaching staff involved also in health care who were already authorized to access buildings during the phase 1 of Lockdown, are excluded from the calculation of the 2/3 of building capacity;
- The organization of the shifts is decided autonomously by the departments with the only restriction that every day the building is not occupied by more than 2/3 of the usual capacity; mixed buildings inside hospitals are an exception to this rigid calculation as this limit may be higher as the staff is 100% dedicated to health care hence not counted in the calculations;
- If the department is split into several locations, the maximum number of people in each location must be defined;
- As a category at risk, and also taking into account the need to still limit attendance while maximizing institutional operations, retired personnel are not allowed to enter university premises, with the exception of one-off authorizations for the recovery of material (books, documents, IT material, etc.);
- Based on the criteria previously established and the priority criterion for research in the context of Covid-19, shifts are organized with a weekly calendar of authorizations by the Director of the Department;
- Attention should be paid so that "solo working" conditions, which could occur more frequently than normal, due to the lower presence of staff in the buildings do not happen: in particular, graduating and PhD students must be accompanied, in the area of the building in which they operate, but not necessarily in the same laboratory or office, by the presence of permanent staff at all times;
- Shifts must take into account the rules contained in the Anti-Contagion Protocol; shifts can be changed during the week due to unforeseen circumstances: it is recommended to keep these requests to a minimum;
- In order to avoid excess commuting, do not allow multiple shifts within a day, except in exceptional cases related to young children or other needs, because this would involve moving more people every day; § individuals with health issues or at risk will keep working from home so as to guarantee their safeguard;
- To ensure the criterion of balance between the various research groups and avoid discrimination, also in relation to the type of experiments to be conducted which may require more than one day and maybe consecutive days, the department organizes the accesses so that the balance is reached within a maximum of two weeks;
- Due to the variety of sizes of laboratories and diversified attendances (for example, a large laboratory attended by few people, a laboratory of the same size or even smaller attended by many people) it is possible to authorize 100% attendance of the large laboratory with few people in which safety standards

are guaranteed and in any case keep 66% in the most attended ones, always guaranteeing safety. This might entail that the limit of 2/3 of building capacity is reached and surpassed. This can be authorized provided that the whole building does not dramatically exceed the set value of 2/3 of its overall capacity;

- The rotation between the various members of a research group must be guaranteed, so that all those who need to resume activities in-person have equal opportunities;
- The authorizations up to now in force for non-deferrable activities remain in place; however, all effort should be made to use the authorized persons referred to in the previous points for these activities. All authorized persons must strictly comply with the rules of conduct and use of PPE as per Anti-Contagion Protocol and the activities of those responsible for checking compliance with these rules must be intensified. **Failure to comply with the rules will result**, when reported to the Director of the Department, **in the automatic cancellation of the entry authorisation for the following days.**

-- **No eating or drinking outside of the dedicated spaces.** When using the vending machines for drinks and food, as well as the drinking fountains, strict social distancing must be observed.

Compatibly with commuting distances, it is recommended to move on foot or by bicycle only.

These measures will be updated as the situation evolves.

Public engagement activities

The video activity on #chiediloaunifi continues successfully. The "Incontri con la città" meetings resumed on Sunday 10 May, in live streaming mode. The cancelled meetings of March and April will be made up for on Sunday 14 June and Sunday 5 July. The meetings are then uploaded on the University's social media channels and on YouTube;

A video was produced by the Multimedia Production Laboratory on university life at the time of the Covid-19 emergency and another by the University Choir.

The European Researchers' Night has been fully funded and **will be held on 27 November** instead of 26 September as previously scheduled.

A cycle of "On-screen Conversations" on post-Covid-19 topics is being prepared. It begins streaming on 29 June and will continue in the autumn in collaboration with the European University Institute.