Update of the operational guidelines
During the COVID-19 emergency following DPCM 18/10/2020.
Valid from 23 October 2020 until further notice.

Six months after the resumption of activities in accordance with the Guidelines approved by the Governing Bodies in the sessions of 29 and 30 April 2020, and subsequently in the sessions of May and August in relation to the satisfactory outcome of their implementation, as well as the new provisions emerged in the meantime in the national legislation, in particular the new restrictions imposed by the DPCM of 18/10/2020 following the worsening of the infections on a worldwide basis, it seems necessary to update the guidelines through this document which completely replaces any previous resolutions.

Prevention measures already in place and still to be implemented
Drafting of the Anti-Contagion Protocol, its constant and continuous updating on the basis of national and regional regulations that are gradually emerging and provision of appropriate Personal Protective Equipment (PPE) by the Prevention and Protection Service (PPS) put in place. All staff attending university buildings are required to strictly comply with the rules contained in the Anti-Contagion Protocol: failure to comply may result in expulsion from university sites.

Protocol with the Tuscany Region for a voluntary screening through serological tests of all teaching staff, admin staff, fellows and doctoral students approved by the Regional Council of Tuscany on 18.05.2020: the campaign took place starting from 31 August. The implementation of a new campaign for rapid-test screening to be extended also to the student population is under consideration.

The possibility of setting up a remote “desk” for psychological well-being is still being defined by the Colleagues of the new Psychological Counseling and Psychotherapy Service Center.

Teaching activity
All admission tests took place remotely except for those for which the Ministry required attendance, which took place according to ministerial indications at the Fortezza da Basso in compliance with the distancing measures provided for by regional regulations. To regulate access, the collaboration of the Civil Protection was sought.

With regard to classroom courses, the first semester of the Academic Year 2020/2021 is taking place in the so-called mixed distance/presence mode on the basis of what has been regulated by the Guidelines of 31 August 2020 and reported below with the modifications following DPCM of 18/10/2020 highlighted.

Changes in lecture duration: 1 hour of lecture in this new mixed distance/presence mode is equivalent to 40 minutes of in-person/recorded lecture.

New timetable for the entire University valid from Monday to Friday
Morning and afternoon with 3 entrances and 3 exits 10 minutes apart from each other according to the following scheme, in order to dilute the accesses to the complexes thus minimizing the risks of gathering at
the access control: this will total a maximum of 6 hours of teaching with short breaks (eg 10 minutes if 3 blocks of 2 hours, or something more when it’s 2 blocks of 3 hours; 1-hour lectures are not planned).

8.20 - 12.40
8.30 - 12.50
8.40 - 13.00
13.00 - 14.10 sanitation of all classrooms.
14.10 - 18.30
14.20 - 18.40
14.30 - 18.50

Flexibility with hours other than those mentioned above has been implemented according to need by each School.

Safety measures

Only one traceable “group” of students in each classroom every half day. Students will be allowed to leave the classroom exclusively to reach the toilets in compliance with anti-gathering rules. Students can leave the classroom during the half day shift of their “group” only to leave the complex, not to go to a different classroom for another course. Students may also not necessarily attend all the courses provided for the “group” by entering and exiting even at times other than those of the “group”, but always without changing the classroom to which they were assigned. The organization of attendance can also include different groups at various hours of the morning or afternoon, therefore, as long as the Schools are able to guarantee total traceability of those attending.

Everyone must have their own masks in order to access the classrooms.

It is mandatory to wear a mask during the entire stay in the University premises. It is mandatory to sanitize hands at the entrance and exit. Vending machines and water fountains are not available.

Plan of didactic activities in the mixed presence/distance mode.

On the basis of what is stated above, the Schools have drawn up Plans for the presence of students in the classrooms based on the capacities in compliance with the Anti-Contagion Protocol, according to the following priority criteria:

1. all first year students can attend in person (with possible shifts by surname, where it is impossible to manage total attendance);
2. students of master’s degrees and students from the fourth year onwards of combined-cycle master’s degrees in attendance with the hope of fewer shifts, given the considerably lower numbers;
3. students of the second and third year of the bachelor or combined-cycle master’s degrees will attend to the extent that will be possible after the two categories above have been accommodated.

A number of classroom tutors are present to assist in the various operations in addition to 10 IT technicians.

Video recordings.
All lectures are videotaped synchronously or, in special cases related to specific educational needs and a large number of students, even by videotaping in advance and making the recording available within the time set in the timetable. In the latter case, periodic remote meetings with students must be guaranteed at times that do not overlap with the attendance of other classes. All videotaped lectures are accessible from the Cisco cloud system (encrypted and password-protected) and are accessible to all students from the University Moodle platform and will remain there until 30 April 2022, after which date lecturers will be able to remove them. Any restrictions on the timeframe of availability of recorded lectures will be decided after the end of the first semester. The video recordings will be accompanied by guidelines regarding their use. Webex is the platform used for distance learning. Information seminars for all lecturers, as well as tutorials and technical tests in the classroom will be provided by SIAF before the beginning of the second semester classes for all teaching staff that did not taught any course during the first semester. The University Moodle platform has been revised to host all courses/subjects; from this platform it is possible to plan lectures and access the records of completed lectures. It is recommended that these video recordings be saved on the platform by activating the “prevent download” flag in order to allow the lecture to be viewed for an unlimited number of times but with no saving option. If it will not be possible to set this mode by default, SIAF will publish a specific tutorial. SIAF is activating a number of tutorials to support lecturers for the use of Moodle.

**Access to the buildings for face-to-face lectures.**
All regularly enrolled students have been informed about the modalities that await them throughout the semester. All off-course students will be able to attend lectures in remote mode only. Annex 1 reports the details of the access procedures that will be distinguished between students enrolled in the first year and students enrolled in subsequent years. The procedures differ from those approved on 31/08/2020 due to some changes that occurred during their application. It is understood that face-to-face activities can only be carried out in the spaces where the reduced capacity due to COVID has been defined and which have been correctly registered in the booking application.

**Experimental laboratories and off-site exercises.**
Procedures compatible with the measures of the Anti-Contagion Protocol have been developed by the individual Degree Course Councils, also by substantially modifying the number of experiences/exercises to be carried out in person based on the number of students. The aforementioned projects will be subject to scrutiny by the Director of the Department responsible for the Study Program, together with the Director of the Department hosting the laboratories if different from that of the course coordinator, for verification of compliance with the Anti-Contagion Protocol. The Director will give approval under the advice of the PPS Manager. In the latter case, the projects must be submitted well in advance of the planned start of the activities. Any reduction in experiences/exercises must be compensated for with alternative remote activities, in order to respect the syllabus of the subjects and allow the conclusion of the program and the regular execution of the exam. In any case, in order to safeguard the rights of students unable to attend, even the subjects that include laboratory activities and off-site exercises must provide for
alternative forms of attendance: these students must however adequately justify their inability to participate in laboratory activities and/or off-site exercises. The off-site exercises cannot include movements of groups of students with collective means of transport, but only with private means; nor can lunches or snacks be provided during the exercise: in the event that the duration of the off-site exercise makes a break necessary, the exercise will include an interruption in which the participants are released from the activities organized by the University of Florence and will resume after a set period of time.

Obligations of teaching staff in relation to the mixed teaching mode.
For those subjects that the Schools and Departments have scheduled to be delivered in person, the dispensation from in-person teaching and the consequent transformation of the course from “in person” into “remote” is arranged following the President’s approval of the request presented by the lecturer. Such request must be supported by a medical certificate. If the request is not accepted, the course remains “in person mode” and the lecturer is required to deliver the course in the classroom. If, on the other hand, the request is accepted, the lecturer is required to carry out all work activities (not just the teaching) in the remote mode. For subjects planned to be delivered remotely for the entire semester, the lecturer or language reader can record the lecture/seminar synchronously or asynchronously in any place, as long as it respects the decorum appropriate to an academic lecture. Taking into account the subsequent recommendation (see below) to limit as much as possible also the research activities and third mission in presence, we will proceed to set up adequate insurance coverage for domestic accidents while performing work activities for all teaching staff, language readers and grant holders; pending this complete coverage, teaching staff who deliver their lectures in distance mode outside the university shall inform the Director of the Department/CLA President who sends the list to rettore@unifi.it.

During the in-person lectures, the teaching staff, as managers of the educational activities, will be in charge of checking the compliance to the Anti-Contagion Protocol. In case of transgression, they will invite the student to leave the classroom immediately; if conditions of non-compliance persist, they will interrupt the lecture by calling in the security service. At the end of the lecture, the lecturers must wait in the classroom for the colleague of the next lecture, or, in the case of the last lecture, wait for all the students to leave the classroom, whenever possible in relation to subsequent commitments.

Incoming and outgoing Erasmus students.
- Incoming Erasmus students - given the complexity of managing attendance in relation to their respective Learning Agreements totally separated from the schedules of the Degree Programs, at least one of the chosen subjects can be attended in person and all the others will be attended remotely. As far as the in-person attendance of incoming Erasmus students is concerned, the Schools ensure that the names of all authorized students are entered in the list (see Annex 1). Also regarding incoming Erasmus students, since practically all of them are in the systems as enrolled in the first year, the booking has been enabled for the 6 schools that have decided to use the booking system for all students.
As for Erasmus incoming Traineeships, each School must indicate whether or not it is possible to have in-person experiences and, if so, determine the maximum capacity compatible with the Anti-Contagion Protocols and with the receptivity of any third party outside the University.

- **Outgoing Erasmus students** - in the case of countries for which mobility is envisaged, each student decides whether to leave or not and, if possible, they can opt for the distance mode.

For countries for which mobility is prevented, students can opt for distance mobility, if available.

For in-person attendance of incoming Erasmus students, the Schools are responsible for adding the names of authorized students, taking into account the Learning Agreements and the subjects (at least one) that the Schools themselves select for in-person delivery and that they communicate to the students, apart from the 6 schools mentioned above.

**Double degree or joint degree students.**

As far as possible it is recommended, given the small numbers, to try and ensure a good percentage of in-person lecture delivery.

**Conclusion of the first semester AY 2020/2021.**

In relation to possible complexities related to the organization of the first semester 2020/2021, it will be possible to extend the teaching activities up to 22.01.2021 if there are justified reasons.

**Internships.**

Since there could be objective difficulties in being able to accept internship requests in presence or even remotely at external Bodies/Companies or within the University and individual Departments, it is recommended to give priority to the achievement of the necessary credits using the various alternative methods already approved and described in detail in a recent Note.

**Final tests.**

The laboratories which are essential for the conclusion of the degree theses are accessible in compliance with the Anti-Contagion Protocol. If these laboratories are also research laboratories, what is specified below applies also to the research activities. If the requests for access by undergraduates to these laboratories are not compatible with the Anti-Contagion Protocols, it is recommended that a fair shifts schedule be implemented in order to guarantee all undergraduates the regular conclusion of their study path, possibly reshaping the thesis project by moving a part of the experimental work in the compilation portion.

**Student office hours.**

Office hours will continue to be held only in remote mode.

**Library service and study spaces.**

The library services are accessible by online reservation from the library website. The same procedure has been put in place for study spaces. The availability of more study spaces will be evaluated following the trend of the infections.
Oral exams.
The remote mode will continue to be the default. For students who make an explicit request at the time of enrolling for the exam in the “Notes” box, it will be possible to have the exam carried out in person in strict compliance with the Anti-Contagion Protocols. Students who do not exercise the in-person option will be automatically examined in the remote mode. The procedure will be as follows:

- upon closing the registration for the exam, the lecturer checks the registrations and draws up two lists, one for each option;
- subsequently, the lecturer determines the calendar and times of the remote exams, creates the video meetings on the calendar and invites the concerned students;
- in the same way, the lecturer prepares the calendar of the face-to-face exams, booking a room for a half or full day block making sure to be able to respect the capacity of the chosen room, and informs all students who have opted for the face-to-face exam; if the number of applicants for the face-to-face examination is too high compared to the possibility of holding the session within a reasonable time in compliance with the Anti-Contagion Protocol, the lecturer has the option of asking the students for a detailed motivation (e.g. lack of digital equipment/connection) for their the request in order to reduce the number of candidates;
  - the in-person calendar, including the names, surnames and student numbers, is sent to the concierge or acquired by the system that manages the turnstiles of the building where the chosen classroom is located;
  - at the time of the face-to-face oral exams, students show up at the scheduled time and day and access the building where the room is located upon prior ID check at the concierge; students not included in the list will not be able to access the building;
  - students wishing to assist to the exams, both remotely and in person, must promptly notify the lecturer managing the specific exam in order to extend the invitation on the platform and/or to communicate names and student numbers for access to the exam room; the maximum number of assisting students is set at five.
  - The platform for remote oral exams is Webex. Google Meet can still be used keeping in mind the limits imposed by the license (max 100 participants; access to the recording for a max duration of 30 days).

Written exams.
The remote mode will continue to be the default. For students who make an explicit request at the time of enrolling for the exam in the “Notes” box, it will be possible to have the exam carried out in person in strict compliance with the Anti-Contagion Protocols. Students who do not exercise the option in attendance will be automatically examined in the remote mode. The procedure will be as follows:
• upon closing the registration for the exam, the lecturer checks the registrations and draws up two lists, one for each option;
• the lecturer communicates to all students who have opted for the in-person examination mode, the time, place and date of the written exam; if the number of applicants for the face-to-face examination is too high with respect to the possibility of holding the session within a reasonable time in compliance with the Anti-Contagion Protocol, the lecturer has the option to ask the students for a detailed motivation (e.g. lack of digital equipment/connection) for their request in order to reduce the number of candidates;
• at the designated date and time, the candidates who opted for the remote sessions as well as those who didn’t select a preference will also be invited to join the session;
• the in-person calendar, including the names, surnames and student numbers, is sent to the concierge or acquired by the system that manages the turnstiles of the building where the chosen room is located;
• on the exam day the students will access the building at the time indicated by showing their ID to the concierge or swiping their student card in the turnstiles. All students non included in the day’s list will not be able to access the building;
• on the exam day, the lecturer arrives in the classroom with one or more members of the exam commission and the test takes place either on paper or on a PC, and remotely in case of same-time exams. One or more members of the exam commission will be in charge of supervising the students in remote mode. If the remote test takes place on another date, it is carried out as per the procedures used in the second semester of the 2019/2020 academic year;
• at the end of the test, those present take a photo of their paper and send the files in pdf format or close the session on the PC, those who joined remotely will do the same thing.

The platform for remote oral exams is Webex. Google Meet can still be used keeping in mind the limits imposed by the license (max 100 participants; access to the recording for a max duration of 30 days).

The booking of classrooms for face-to-face written exams, as well as the preparation in the case of written exams requiring computer rooms, follows the usual rules adopted under normal conditions.

**Graduation sessions.**

From 2 November 2020 until a new resolution, all degree exams will take place remotely according to the procedures already approved (see D.R. already approved). The platform for remote graduation exams is Webex, which allows extending participation to a greater number of users by eliminating guest interference. You can continue to use Google Meet, but bearing in mind the limits imposed by the license (max 100 participants, access to the recording for a max duration of 30 days).
Professional Master, Advanced Training and Continuing Education Courses.

With regards to the Academic Year 2019/2020, beyond any rescheduling of classes/exercises, all activities must in any case be completed by the end of the course, exclusively in remote mode, to allow for the obtainment of the degree within the established terms. Upon request and with the consent of all participants, an extension may be requested regarding the date of conclusion of the activities scheduled for 30 April 2021. In the absence of a unanimous agreement of the participants, those who are not willing to give consent must be granted the possibility of obtaining the title by 30.04.2021 through the use of remote activities instead of those in presence foreseen for the extension period. For the 2020/2021 Academic Year, at least during the first semester, the activities will be carried out exclusively in remote mode due to the very limited capacity of buildings and classrooms that can only host bachelor, master and combined cycle courses.

PhD Programs and Non-medical Specialization Schools.

All learning activities except for those related to the learning of research laboratory skills regulated below, must be completed by the scheduled dates, possibly in remote mode or, if possible, in person, with the authorization of the Coordinators of PhD programs. The thesis submission date for the XXXIII cycle can be postponed to 31.12.2020 at the latest at the request of the doctoral student and approved by the tutor, the coordinator and the board. The scholarship will be extended accordingly. With regard to the deadlines related to the XXXIV, XXXV and XXXVI cycles, any requests submitted by the candidates will be evaluated closer to the time of the deadlines.

Medical Specialization Schools.

They are regulated by the School of Human Health Sciences according to the provisions relating to the Regional Health System.

Procedures in the event of detection of COVID positive subjects.

They are regulated according to the provisions of the Competent Doctor and can be consulted at the link https://www.unifi.it/p11875#provvedimenti.

Epidemiological evolution and gradual transformation of some distance learning activities

Based on the evolution of the epidemiological framework and the dictates of the DPCM, which explicitly invites universities to prepare “organizational plans for teaching and in-person curricular activities and remotely according to the educational needs, taking into account the evolution of the territorial pandemic framework and of the corresponding health security needs”, if the epidemiological situation worsens, the provisions regarding face-to-face access by students in classrooms for lectures, exams and in libraries and spaces can be gradually changed towards remote mode study. In particular, some didactic activities with low student participation can already be converted into the remote form (see Annex 1) autonomously by the Schools. At the same time, it is recommended to rationalize the attendance of students in the classroom,
preferentially gathering them in the complexes equipped with turnstiles and in any case agreeing this reorganization with the School Presidents and Department Directors, where interested. Any conversion of all distance learning activities must be agreed with the Region and consulted with the Coordination of Rectors of Tuscan Universities and in any case subject to the approval of the Governing Bodies.

**Research and Technology Transfer Activities**

After the Guidelines approved by the Bodies on 29 and 30 April 2020 and subsequently updated in May and in August, taking into account the new national regulatory framework, it was deemed necessary to update the procedures as outlined below.

The regular opening hours of the offices is retained.

The Departments will update their work plans as were implemented starting from 4 May 2020 along the following lines:

- identification of those research and technology transfer activities that can still continue without accessing the buildings in order to select the staff (lecturers, researchers, readers, postdocs, doctoral students, fellows, undergraduates, contractors, technicians) who can continue to work remotely and that therefore, although formally authorized to access the buildings, it is recommended that they favor the remote mode: it is presumed that this situation continues to be common in the social sciences areas and humanities, probably less so in the other three areas;

- in the third phase (from 1 September 2020 until further notice), the criterion of 100% normal attendance by those entitled to do so has been envisaged. This includes all hired staff including fellows, doctoral students, undergraduates, contractors and research and teaching support technicians, where compatible with the provisions of the Anti-Contagion Protocols; where incompatible, the authorization mechanism is restored, in accordance with the provisions of the Guidelines approved in May; these new rules allow movements from one building to another without communication or authorization, when offices and laboratories are located in two distinct complexes;

- as for the teaching and research support technicians, included in the total number of regular users of the facilities, remote forms of work can be agreed with the consent of those workers and without prejudice to the proper functioning of the offices;

- in this new framework of authorization of 100% presence, retired teaching staff can be authorized to access departmental premises, compatibly with the Anti-Contagion Protocols and favoring days and times in which the presence of structured staff on duty is not excessive; according to the same logic, access by the personnel of the research bodies such as CNR, INFN, etc. is restored, duly regulated according to the protocols in force and in compliance with the Anti-Contagion Protocols;

- the principle of ensuring that no conditions for “solo work” are created must continue to be guaranteed. In particular, in case of undergraduates and doctoral students, in the area of the building in which they operate must be staffed, albeit not necessarily the same laboratory or office, by permanent personnel;
• the individuals falling under a health-related risk category are safeguarded. They simply need to submit their request to the President who will obtain the opinion of the Competent Doctor in order to grant the possibility of remote work;
• all staff must strictly comply with the rules of conduct and use of PPE present in the Anti-Contagion Protocol and the activity of those in charge of monitoring compliance with these rules must be intensified. A non-compliance report will result in a verbal warning to the offender and, in case of repeat breach, the offender will be asked to leave the university premises;
• no eating or drinking indoors in common areas; the use of vending machines for drinks and food, as well as the use of drinking fountains must be consistent with the strict rules of social distancing;
• compatibly with the distance to cover, it is recommended to commute on foot or by bicycle.
• depending on the evolution of the national and local epidemiological picture, the aforementioned measures will be updated promptly.

Public Engagement Activities
The #chiediloaunifi video activity continues successfully and all colleagues are invited to contribute by contacting the Vice President for Communication and Public Engagement Laura Solito. The Meetings with the City resumed on Sunday 10 May, offered in live streaming. The March and April meetings were made up for on Sunday 14 June and Sunday 5 July. The lectures are then uploaded to our social and YouTube channels; in addition, thanks to the collaboration with ToscanaTV, the recordings of the Meetings have been included in the broadcaster’s schedule.

The Meetings with the City scheduled for October and November 2020 will continue to be offered remotely. We strongly encourage the Departments to activate or intensify their public engagement activities by proposing initiatives that can be implemented remotely, after discussion with the Vice President Solito.

The Researchers’ Night has been funded and will be held on 27 November, entirely in remote mode. The cycle of “Conversations on the screen” on post-Covid-19 issues that began on 29 June has continued with other meetings held on 29 September and 28 October in collaboration with the European University Institute.

Meetings of Commissions, Collegial and other Bodies
All meetings go back to remote mode with the exception of those that involve a number of participants so limited as to allow full compliance with the Anti-Contagion Protocol. The Eligo software acquired for secret ballot voting allows its management and is already operational: voting for elected offices is therefore held remotely in this way except for the elections of the President of the University.

Missions
Missions can be authorized according to the rules established by the national government with the strong recommendation to limit them as much as possible to non-deferrable cases in accordance with the directive of the Ministry of Foreign Affairs which identifies the activities that cannot be deferred as those “strictly necessary”, taking care to avoid situations of gathering at all times. All conference and congress activities in presence are prohibited. Webex or Google Meet platforms will be adopted in order to carry out them remotely, taking into account the limits imposed by the license (no more than 100 participants, accessibility of registration not exceeding 30 days).

Public examinations procedures

All public examinations except for those recruiting admin staff and language readers will continue to be carried out remotely. Alternatively, they can be carried out in person by strictly complying to the anti-contagion protocols, however it is strongly recommended that they are carried out remotely. The procedures for Research technical assistants have already been ruled in a previous notice.