



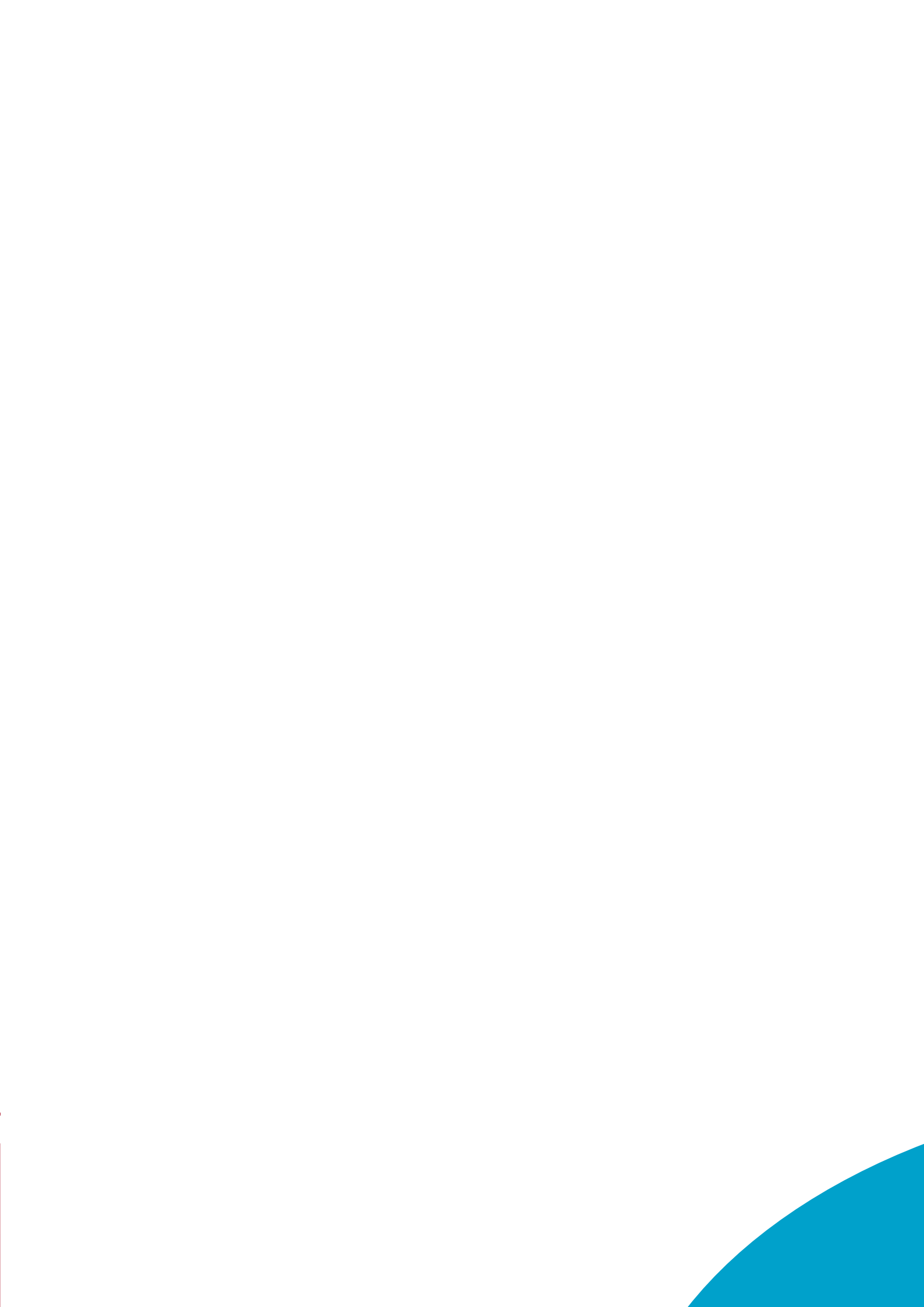
HANDBOOK ON STUDY AND WORK METHODS AT THE UNIVERSITY

Operational guidelines for the
Covid-19 emergency



#STAYATHOME

Version updated to 14/04/2020



FOREWORD

This Handbook aims to summarize all the provisions, rules and guidelines issued by the University since 24 February 2020, just after the first cases of COVID-19 in Italy.

Since then, in close contact with the Government, with the Ministry of Universities and Research, with the Ministry of Health, with the Regione Toscana Council, with the CRUI and with other Tuscan University Institutions, the University has managed the COVID-19 emergency with the precise objective of ensuring compliance with safety measures and prevention of contagion, while limiting inconvenience to students in the regular continuation of their studies and to our institution as a whole in carrying out its mission activities.

This objective is in line with the Government's recognition of university activity, with particular reference to training activities of any kind, as an essential service for the country, and its invitation to therefore put in place any measures necessary to guarantee the provision of these services.

Due to the rapid, complex evolution of government regulations, this Handbook is in itself a dynamic tool, subject to periodic, if not daily, updates to incorporate new provisions or new technical and organizational solutions. All those who consult this Handbook are therefore invited to bear this in mind and to always refer to the latest version.

I would like to take this opportunity to once again thank all the members of our organization for their efforts in this direction, efforts which are justified by the great value of the mission we are committed to: that of formation, the education of young generations and the production and transfer of knowledge. All our staff, academic and non-academic, as well as our students, are showing great responsibility and self-sacrifice, in compliance with the measures of prevention and social distancing.

My personal thanks to all of you.

Many of the rules and provisions contained in the Handbook are justified only by the current emergency situation. We all hope to return soon to the University we have always known, and for the idea of which we are now enduring these sacrifices: a University that is a place of interaction and integration between students and teachers from all over the world, where interaction and interpersonal contact represents a fundamental component that enriches the learning process. The sacrifices we are making will help us return as soon as possible to the university we know, and where we have chosen to study or work.

Francesco Frati
Rector of the University of Siena

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Useful information for students

1) Useful information for students

a) Teaching activities

All in-person teaching has been suspended, regardless of the venue (at the university or other locations) where it should have taken place.

However, in order not to jeopardize the regular course of the academic year, an online teaching service has been activated which allows students to continue their university studies without undue repercussions.

Faculty office hours are also suspended. Lecturers must nevertheless ensure that they are available online during the appointed hours.

Even under the present circumstances the University shall ensure that the specific needs of students with disabilities are met through the support of the Disability and SLD Services (Ufficio accoglienza disabili and servizi DSA) - mail: uffdisabili@unisi.it.

b) Training activities

All training activities for all degree courses, masters, doctoral programmes, advanced training courses and postgraduate schools have been suspended (except postgraduate schools in the area of healthcare). These include:

- practicals, fieldwork and laboratory activity, even outside the premises;
- thesis internships and traineeships requiring access to laboratories, buildings, offices or any other University facility.

c) Distance learning (tools)

The university enables teachers and students to access the USiena-Integra e-learning platform (Moodle): <http://elearning.unisi.it/moodle/>. This is the hub for all teaching materials, lessons delivered remotely by lecturers and information relating to synchronous teaching, as well as full updates on courses, availability of new materials, etc.

Synchronous teaching, following the original timetable, can be carried out on the Google Meet platform, which students can access using their institutional email address (@ student.unisi.it).

Information on the synchronous class schedule is also available through the University Planner (lesson planning system).

Teachers may nevertheless choose to adopt other platforms, obviously giving direct communication to the students.

With reference to training activities such as workshops, excursions or practicals, where possible these shall be transformed into other training activities that can be delivered “remotely”. Where this proves impossible, the activities are suspended; should the ban lift before the end of the academic year, it may be possible to make up these activities in the second half of the semester.

d) Traineeships

The following have been suspended:

- extracurricular traineeships at the national level for recent graduates for which the university of Siena is the host or proponent;
- curricular student traineeships at the national level for which the university of Siena is the host or proponent.

As for extracurricular traineeships, reactivation of the traineeship in smart working mode is possible, exceptionally, with the trainee's consent and approval by the university tutor, only if expressly provided for by reference regional legislation and under specific agreement with the University of Siena as proponent and the host company/institution.

However, please note that until the end of the Covid-19 emergency period or specific communication by the University, no new curricular or extracurricular internships may be activated.

e) Graduands 2018/2019

Information for students sitting the final exam in the March/April graduation session for awarding of academic qualifications in academic year 2018/2019: the curricular internships carried out for 60% of the required hours by students graduating in the April session are considered concluded for the purpose of acquiring the credits of the related degree course.

This does not apply to traineeships regulated by special European or national laws (for example, traineeships for single cycle degree courses in Pharmacy). For courses in which 60% of the scheduled hours have not been completed, these will be made up at the end of the current emergency period.

During its 7 April 2020 session, the Academic Senate also passed the following resolutions:

- the last date for final exams closing graduation sessions in AY 2018/2019 is postponed to 15 June 2020;
- the Departments shall fix the last final exam in the 15 May - 15 June 2020 period, establishing autonomously the deadline for submitting the graduation application, submission of the thesis, etc., and giving due notice through the web pages
- those enrolled on first, second or single cycle degree programmes in AY 2018/2019 as students on schedule with exams (in corso), not on schedule with exams (fuori corso) or repeating students, and who completed their plan of study for that academic year, having acquired all curricular credits, except those assigned to the final exam, by the 30 April 2020 deadline are admitted to the final exam, without payment of any additional dues, on the new dates fixed by the Departments in the 15 May - 15 June 2020 period;
- students who acquire all curricular credits, except those awarded for the final exam, by 30 April 2020 but cannot complete their degree must enrol in AY 2019/2020 by 3 June 2020. This

date therefore represents the deadline for payment, depending on the student status, of fees for the resumption of studies by graduands or of the first instalment of university fees in academic year 2019/2020, as set out in the regulations governing university tuition. The remaining university contribution due for the same academic year must be paid by the 30 June 2020 deadline.

f) Exams

Exams will take place remotely using special platforms that enable the simultaneous connection of participants on an equal footing. All members of the Committee shall attend remotely.

Audio/video recording of the online exam using the adopted IT platforms is prohibited. It is also forbidden for anyone to make an audio/video recording of the exam.

The platforms provided by the university for exams comply with legislation on the processing of personal data (as are all data also recorded in streaming within the university network). Exams are delivered through the platform in compliance with legislation protecting the confidentiality of images.

All session candidates will receive a link to the event, which will serve as notification. Students not registered for the specific session are also allowed to connect to the online session.

Candidates are visually identified by the committee, to whom individual students must show a valid identity document. In the event of technical difficulties in connecting through the platform, identification and continuity in viewing the candidate's image can also be ensured by means of a telephone video call to support platform functionality.

During the exam, the use of any instrument or means, even other people connecting remotely, that may alter the test result is prohibited. Any such violations shall be punished with disciplinary measures.

In any case, students enrolled in graduation sessions in the months of March and April 2020 are guaranteed the opportunity to take the necessary exams in time for the awarding of the qualification.

Special technical precautions may be necessary during "written" exams, always in compliance with the precautions listed above.

g) Final degree exams

Graduation sessions and other final exams for awarding of academic qualifications are guaranteed only online. All members of the Committee shall participate remotely.

The audio/video recording of the online final exam using the adopted IT platforms is prohibited; it is also forbidden for anyone to distribute audio/video recordings of the final exam with other devices, unless duly authorized by the candidate and by all members of the Committee.

Final exams delivered through the platform must take place in compliance with regulations protecting the confidentiality of images and thesis copyrights, and these are taken into account during

the procedures required for admission to the final exam.

In this regard, please note that the platform provided by the University complies with legislation on the processing of personal data (as are all data recorded in streaming within the university network).

All session candidates will receive a link to the event, which serves as official notification. Students not registered for the specific session and third parties who request permission are also allowed to connect to the online session.

Candidates shall be identified visually by the Chair and/or the Secretary, to whom students must show a valid identity document. This is recorded in the report on the awarding of the qualification.

At the end of the presentation and defence, in order to allow assessment, the Chair shall interrupt the link with anyone who is not a member of the Committee. The Committee shall subsequently reconnect with the candidate and the other people attending the session to announce the final degree mark.

h) Study resources

Although study rooms and libraries are closed, the tools and services to assist students and researchers are still available, albeit in electronic mode. In particular, the following are available:

- access to databases, e-books and e-journals, which can also be consulted from home through the Onesearch platform;
- digital access to printed magazine articles (for documented and non-deferrable study needs and respecting copyright limitations), through the document delivery service;
- bibliographic advice and assistance in the creation of reference lists through the Ask the Library service (personal meetings can also be organized using Google Meet);
- you may contact the library service to request the loan of textbooks; the texts will be handed over by appointment and in compliance with social distancing protocols.

Full details are available on the University Library System website: <http://www.sba.unisi.it/>

i) International student mobility

It is possible to cancel, suspend or postpone your mobility period by invoking the force majeure clause¹.

All incoming and outbound students who were meant to start their international mobility in this period are blocked until the Italian Government issues new provisions.

¹ Based on the provisions of competent authorities (Decrees of the Italian Prime Minister of 9 and 11 March 2020 and any new provisions of the Italian Government) and considering the indications of the European Commission (memos no. 005 of 31.01.2020, no. 012 of 25.02.2020 and no. 014 legislative decree 10.03.2020)

Types of mobility:

1. Incoming Erasmus

Foreign students currently in Italy within the framework of the Erasmus+ programme who intend to return to their country of origin may do so, as set out in the specific ministerial decrees².

Students are invited to take into due consideration the indications provided by the Ministry of Foreign Affairs. Note that assistance can be provided by your embassy or consulate in Italy.

2. Outbound Erasmus

a) Students currently taking part in a mobility programme

Students currently participating in an Erasmus mobility programme may continue their stay at the host University.

Any interruptions in teaching activities due to the Covid-19 emergency shall not be considered interruptions in the mobility period and EU contributions shall continue, with recognition of the actual period completed and the opportunity to continue the mobility period later, subject to agreement among parties, and with regard to the timing and methods.

The period of interruption does not count towards the minimum duration of the mobility period, but does count towards the maximum period of 12 months for each study cycle for which the same student can receive mobility grants.

Any period of voluntary quarantine requested by the host University may count towards the mobility period (the partner institution must include it in the Certificate of attendance).

To this end students are advised to keep travel receipts (tickets, boarding cards, etc.).

Students who intend to return to Italy should follow the instructions of the Ministry of Foreign Affairs.

b) Departing students

The force majeure clause applies to student mobility programmes that have been cancelled. The method for requesting any reimbursement of costs shall be communicated in due time. You are therefore advised to keep copies of receipts documenting expenses and anything documenting the airline company's refusal to refund. The European Commission has granted the possibility of postponing mobility to the next academic year (1st semester), provided that the host university agrees.

3. Traineeship mobility

Students may undertake, when circumstances allow it (see Decree of the Italian Prime Minister and the Covid-19 emergency), their traineeship mobility, subject to agreement with the host institution.

² Decrees of the Italian Prime Minister of 9 and 11 March 2020 and any new provisions of the Italian Government, and indications of the European Commission (memo no. 005 of 31.01.2020, no. 012 of 25.02.2020 and no. 014 of legislative decree 10.03.2020).

Students whose degree session has been postponed and whose period of mobility cannot be deferred shall be able to complete the traineeship mobility they were awarded as soon as they graduate.

4. Incoming extra-EU mobility and double degrees

International students currently in Italy within the framework of bilateral agreements or double degree programmes who intend to return to their country of origin, may do so as provided by the abovesaid Decrees of the Italian Prime Minister (DPCM), having first notified the International Relations Division. Students are invited to take into due consideration the indications provided by the Ministry of Foreign Affairs.

You may also request assistance from your country's Embassy or Consular offices in Italy.

5. Outbound extra-EU mobility and double degrees

a) Students currently taking part in a mobility programme

Students currently in extra-EU mobility within the framework of bilateral agreements or double degree programmes may continue their stay in the host country. Any interruptions in academic activities at the host University due to the Covid-19 emergency shall not be considered interruptions in the mobility period, and the grant payments will continue.

The interruption in academic activities shall count towards the maximum duration of the mobility period for each study cycle.

Students who instead decide to interrupt their stay and return to Italy must notify the International Relations Division promptly. They should also carefully keep their return flight boarding cards, so as to deliver them to the office along with the other documents requested when the bursary was assigned.

Any period of voluntary quarantine requested by the host University on arrival in the country of destination may count towards the mobility period. To this end students are advised to keep travel receipts (tickets, boarding cards, etc.) and all official communication from the host institution relating to the interruption of teaching activities, quarantine, etc.

b) Departing students

All outbound mobility programmes that were meant to start March 9 or later are suspended, unless the Italian Government issues new provisions. Student mobility programmes cancelled due to force majeure may be postponed to the next semester, subject to agreement with the host University. Students are advised to keep a copy of documented expenses (flight tickets, insurance and other costs relating to the mobility) and to start the refund request procedures at the respective travel agencies or insurance companies or other subjects in application of the force majeure clause.

All the categories of students mentioned above can receive assistance from the staff of the International Relations Division.

Given the current situation, we advise you to stay in touch by emailing the appropriate office of the

Division (erasmus.out@unisi.it, internazionale@unisi.it, incoming@unisi.it).

For really urgent matters you may contact the Division at the following numbers: 0577235199 or 3666967661. Further information is available on the following web page <https://www.unisi.it/unisilife/notizie/coronavirus-aggiornamenti-gli-studenti-erasmus> , which is updated constantly.

j) Extension of university fee payment deadline

The deadline for payment of the fourth instalment of university fees for academic year 2019/2020 is postponed to 3 June 2020.

k) Science outreach: Virtual Studium

Virtual Studium is a science outreach project aimed at the academic community and all citizens that allows the University to continue its public engagement activities throughout the period of Covid-19 prevention and containment, during which in-person meetings and seminars are obviously suspended.

Virtual Studium is part of the cultural activities in the University of Siena USiena Campus project and is managed by the Ciclomaggio student collective and by the URadio student club (in collaboration with the Prometeo Scatenato theatre workshop) which take care of various aspects: graphics, integrated communication, planning of meetings, relations with the faculty, scheduling and production of audiovisual materials.

From 17 March 2020, every afternoon at 5 pm, for half an hour, members of the University faculty are interviewed by students, who ask them to discuss this emergency period from the standpoint of their academic field.

We have talked and will continue to talk about literature, art, history, science, philology, the classical world, biology, work, education, music, psychology, law, economics, ecology, geography, communication, politics and much more.

Starting on 30 March 2020, one appointment per week will be in English, for the benefit of the University's international and Erasmus students.

The materials, graphics, the project and the narration of events, as well as a section of reading materials recommended by teachers and excerpts of interviews, can be found at the following links that refer to the institutional sites and social pages of USiena campus:

<https://instagram.com/usienacampus?igshid=1xnyzjlyv8k51>

https://www.facebook.com/usienacampus/?modal=admin_todo_tour

<https://orientarsi.unisi.it/vivo/eventi-vivo>

<https://www.unisi.it/unisilife>



**Useful information for
teaching staff and
researchers**

2) Useful information for teaching staff and researchers

a) Distance teaching

All teachers are required to deliver lessons remotely, also in consideration of the possible extension of the period of suspension, making it impossible to reschedule lessons during the 2019/20 academic year.

Teaching activities can be carried out synchronously, as scheduled, or be recorded in advance and made available to students.

In this case the lecturer guarantees, during the hours scheduled for the lesson, that they may be contacted by telephone, e-mail, videoconference or other means to answer student requests for clarification.

Lecturers may transmit from their office, from home, from the classroom assigned to the course or from another one indicated by the university, provided that there is never more than one staff member per room within the University facility.

The mere online uploading of slides or materials is not considered fulfillment of the in-person teaching obligation.

The remote lesson must be entered into the electronic register under the voice in-person lesson (lezione frontale).

Compulsory attendance can also be verified by checking student participation in online lessons.

Although office hours are suspended, the faculty must nevertheless ensure that they are available online during the appointed hours.

b) Distance teaching (tools)

Lecturers have a range of tools available to them to deliver lessons online or offline.

In order to keep tools and methodologies up to date, the guidelines, tools and methods of use of available technologies are updated constantly and can be consulted at the following address:

<https://sites.google.com/unisi.it/didattica-distanza/>

The university makes the USiena-integra e-learning platform (Moodle) available to teachers and students: <http://elearning.unisi.it/moodle/>. This is the hub for all teaching materials, lessons delivered remotely by lecturers and information on synchronous teaching, as well as full updates on courses, new materials available, etc.

Information on the synchronous class schedule is also available through the University Planner (lesson planning system).

Each member of the faculty, in agreement with his/her Department, can choose from three basic options to guarantee distance education, each of which is supported by platforms made available by the University:

OPTION 1

Asynchronous, recorded lectures for a wide student audience → Panopto.

OPTION 2

Live synchronous lectures with interaction (recording possible) → Google Meet.

OPTION 3

Integrated teaching (paper or Moodle based) → slides or Panopto.

Option 1 is a platform developed specifically for teaching, allowing better use of recorded materials and enabling students to tag slides.

Option 2, in live streaming, has the advantage of interaction and may be provided simultaneously to an audience of up to 250 students.

Use of the aforementioned tools is at the teacher's discretion. Synchronous teaching, through Google Meet, can also be recorded and the file can then be made available on USiena-Integra.

Teachers can also use other technological tools that are more familiar to them or which they consider more effective for their teaching activities, making the documentation available, where possible, through the e-learning platform.

All adopted solutions must enable student access from a normal laptop (or tablet), without requiring additional instruments.

For the creation of spaces for each course in USiena-integra and for populating these spaces with educational materials available in electronic format or with digitized analog materials available in the various locations of the University Library System, the faculty can refer to the special working group: supporto.didattica@asb.unisi.it.

For technical issues and assistance in using the various platforms, a specific archive has been created in which lecturers can find all the necessary documentation, as well as a collection of FAQs. Teachers can also count on a system for extracting student e-mails in order to contact them, invite them to lessons or communicate the code for accessing the recorded lectures. A technical support group providing special assistance for distance learning is also available at supporto.teledidattica@unisi.it.

Distance teaching activities in synchronous mode must be carried out in accordance with the lesson timetables; those requiring a blackboard can use Open Board or Jam Board.

Each Centre provides classrooms specially equipped for teaching and assists teachers in creating "virtual classrooms" from which to deliver lectures. The staff of the Centre also supports teachers in organizing sessions dedicated to the discussion of degree or doctoral theses, which take place remotely.

In cases of strict necessity and respecting social distancing protocols, staff from the Centre can

provide support in person; said support can also take place remotely.

c) Exams

Exams will take place remotely using special platforms that enable the simultaneous connection of participants on an equal footing. All members of the Committee shall attend remotely.

At the start of the session, the virtual classroom on the platform provided by the University, in which the online oral exam is to take place, shall be opened and managed by the Committee Chair or, in the case of mid-term exams or similar, by the course or module lecturer.

Audio/video recording of the online exam using the adopted IT platforms is prohibited. It is also forbidden for anyone to make an audio/video recording of the exam.

Exams delivered through the platform take place in compliance with the legislation protecting the confidentiality of the image.

All session candidates will receive a link to the event, which will serve as notification. Students not registered for the specific session are also allowed to connect to the online session.

Candidates are visually identified by the committee, to whom individual students must show a valid identity document. In the event of technical difficulties in connecting via the platform, identification and continuity in viewing the candidate's image can also be ensured by means of a telephone video call to support platform functionality.

During the exam, pursuant to University Regulations, the use of any instrument or means, even other persons connecting remotely, which may alter the test result is prohibited. Any such violations can also be punished with disciplinary measures.

Please note that, for the purpose of recording exam results, the usual online exam reporting procedures shall be adopted by the course lecturer.

Where possible, the faculty are advised to convert written or practical tests into oral exams, possibly using individual assignments or in-depth study to address topics subsequently discussed during the oral exam.

For written tests or practicals that cannot be converted into oral exams, the University is studying every possible technical solution to allow them to be carried out on an electronic platform in ways that guarantee compliance with the validity requirements of the exam.

In any case, students enrolled in graduation sessions in the months of March and April 2020 are guaranteed the opportunity to take the necessary exams in time for the awarding of the qualification.

d) Final degree exams

Graduation sessions and other final exams for awarding of academic qualifications are guaranteed only remotely. All members of the Committee must participate remotely.

Audio/video recording of the online final exam using the adopted IT platforms is prohibited; it is

also forbidden for anyone to distribute audios/videos of the final exam recorded with other devices, unless duly authorized by the candidate and by all members of the Committee.

Final exams delivered through the platform must take place in compliance with regulations protecting the confidentiality of images and thesis copyrights, and these are taken into account during the procedures required for admission to the final exam.

All session candidates will receive a link to the event, which serves as official notification. Students not registered for the specific session and third parties who request permission are also allowed to connect to the online session.

Candidates are identified visually by the Chair and/or the Secretary, to whom students must show a valid identity document. This is recorded in the report on the awarding of the qualification.

At the end of the presentation and defence, in order to allow assessment, the Chair shall interrupt the link with anyone who is not a member of the Committee. The Committee will subsequently reconnect with the candidate and the other people attending the session to announce the final exam mark.

e) Research activity

Activities may be continued after consulting the appropriate physician (Medico Competente - MC) and the Prevention and Protection Service (SPP), provided that, in addition to the ordinary prevention and protection measures, those required to protect workers from Covid-19 and for the containment of the infection are guaranteed.

The Department Heads evaluate the need to guarantee the continuation of in-person research activities and organize them in compliance with recommendations relating to safety distances.

Activities functional to the protection and welfare of animals and non-deferrable experiments are guaranteed, especially those connected with the Covid-19 emergency response, as well as for the care of animals and plants and for the maintenance of cell cultures and high-tech instrumentation. Related activities carried out by technical and administrative personnel are guaranteed through the presence of the fewest possible staff members.

Activities related to plant care in the Botanical Gardens are guaranteed and are organized with the fewest possible attending staff members.

If the research activities can be suspended, but not immediately, due to the need to observe certain procedures for the safety of people, animals or the equipment itself, deferred suspension is allowed, provided that the aforementioned prevention and protection protocols are adopted, as in the case of research activities that are allowed to continue.

f) Support for teaching and research

Although study rooms and libraries are closed, the tools and services to assist students and researchers are still available, albeit in electronic mode. In particular, the following are available:

- access to databases, e-books and e-journals, which can also be consulted from home through

the Onesearch platform;

- digital access to printed magazine articles (for documented and non-deferrable study needs and respecting copyright limitations), through the document delivery service;
- bibliographic advice and assistance in the creation of reference lists through the Ask the Library service (personal meetings can also be organized using Google Meet).

Full details are available on the University Library System website:

<http://www.sba.unisi.it/>



**Useful information for technical
and administrative staff:
smart working and work organization**

3) Useful information for technical and administrative staff: smart working and work organization

a) Smart working and work organization

In all the University's organizational structures, activities requiring the physical presence of technical and administrative will be limited to those deemed non-deferrable and essential, in order to drastically limit the presence of staff on the premises, thereby limiting commutes and the risks linked to the use of public transport.

Smart working as the normal way to carry out work duties.

The University has decided that all administrative staff shall carry out their duties through smart working.

Smart working methods are specified the web page: <https://www.unisi.it/coronavirus-faq-lavoro-agile>.

Members of staff may be contacted through their office or personal institutional email addresses, which may be found at the following link: <https://www.unisi.it/ateneo/governo-e-organizzazione/uffici-e-amministrazione>.

b) Changes to the opening hours of university facilities

The following facilities have changed their weekly opening hours, now from 8am to 2pm:

- I. Palazzo del Rettorato – Palazzo Bandini – Palazzetto dell'Economato (via San Vigilio no. 6)
- II. Mattioli complex
- III. San Francesco complex
- IV. Pian de' Mantellini - Porta Laterina - Laterino lecture building
- V. Arezzo – Campus del Pionta – Casa delle Culture
- VI. San Niccolò – central building
- VII. Le Scotte - teaching complex
- VIII. San Miniato complex
- IX. Polo Umanistico – Palazzo San Galgano and Palazzo di Fieravecchia

Facility managers have organized the daily presence of staff in the aforementioned facilities on the basis of the number required to guarantee the functionality of essential processes and services requiring the operator's physical presence.

Different opening hours, linked to any exceptional needs functional to the regular delivery of teaching activities, will be published on the website of the relevant Department and on the University

web pages.

c) Closure of certain University facilities

The following university facilities have been ordered closed:

- I. Pian de' Mantellini - Porta Laterina - Pian de' Mantellini Teaching complex
- II. Pian de' Mantellini - Porta Laterina - Building in Via Mattioli no. 4
- III. Pian de' Mantellini - Porta Laterina - palazzo central building – Antarctic Museum
- IV. Polo Umanistico - Palazzo Funaioli Mazzi Palace, otherwise known as the Servi seat
- V. San Niccolò - Physics building
- VI. Santa Chiara, via di Valdimontone
- VII. Chiesa della Maddalena
- VIII. San Giovanni Valdarno - Centre for Geotechnology
- IX. Sala Rosa - piazzetta Gigli, 1

All university services for the Grosseto campus are carried out in smart working mode.

d) Technical-administrative university personnel under agreement with the National Healthcare system (SSN) operating in Siena Hospital (AOUS) facilities

University staff under agreement with Siena Hospital (AOUS) may adopt smart working in accordance with the procedures, methods and timing specified on the web page: <https://www.unisi.it/coronavirus-faq-lavoro-agile>.

e) Use of holidays and other types of leave

The application of contractual rights pertaining to outstanding vacation days, flexibility, recovery of overtime remain unchanged.

f) Provisions for all personnel regarding overtime and undertime

All personnel can make up any overtime or undertime accrued beyond the quarter following the one in which they occurred; therefore the excess or debit hours accrued in the quarter October-December 2019 can be recovered by June 30, 2020.

INSTITUTE	DURATION	NORM	FINANCIAL COMPENSATION	START WEB JUSTIFICATION
Paid leave for assisting disabled family members and for disabled workers	12 days (in the months of March and April)	art. 24 Legislative Decree 18/2020	Indemnity covered by notional contributions	Law 104 Covid-19

Parental leave for children aged 12 or younger	up to max 15 days	art. 25 Legislative Decree 18/2020	indemnity amounting to 50% of the salary	Entered by the Office
Parental leave for children between 12 and 16 years old and for children no more than 12 years old (in the latter case after using up paid leave)	for the entire period of school closure	art. 25 Legislative Decree 18/2020	unpaid	Entered by the Office
Exemption from service	for the entire duration of the emergency	art. 87 Legislative Decree 18/2020	paid	Covid-19 Service Exemption

g) Activities to support research

Technical and administrative staff supporting research

Technical support activities for research are organized by the Department Heads, who assess the need to not interrupt research activities to be carried out in person and in compliance with the recommendations relating to safety distances, without prejudice to the working hours under the Provision of the General Manager no. 959 dated March 24, 2020³, and in any case adopting smart working methods where possible in order to minimize staff mobility.

Activities can be continued after consulting the appropriate physician (Medico Competente - MC) and the Prevention and Protection Service (SPP), provided that, in addition to the ordinary prevention and protection measures, those required to protect workers from Covid-19 and for the containment of the infection are guaranteed.

Staff dedicated to activities functional for the protection and welfare of animals, for non-deferrable experiments and for maintaining cell cultures and instrumentation.

The activity is scheduled by providing for the minimum number of attending personnel, who operate on a rotational basis for activities functional to the protection and welfare of animals; a similar procedure is adopted for non-deferrable experiments, especially those connected with Covid-19 emergency response, as well as for the care of animals and plants and for the maintenance of cell cultures and high-tech instrumentation.

Personnel dedicated to plant care

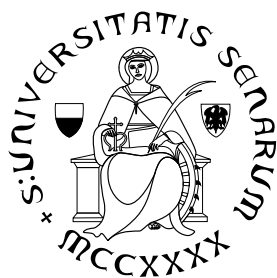
Activities related to plant care in the Botanical Gardens are organized in agreement between the Head of the Department of Life Sciences and the Head of the Pian de Mantelli-Porta Laterina facility, providing for the fewest possible staff members on site.

³ <https://www.unisi.it/unisilife/notizie/coronavirus-2019-ncov-cosa-ce-da-sapere>



Appendix: internal regulations

1. [Decree of the General Manager no. 716 of 27 February 2020 “Urgent measures for the containment and management of the COVID-19 epidemiological emergency”](#)
2. [Decree of the General Manager no. 813 of 5 March 2020 “Additional urgent measures for the containment and management of the COVID-19 epidemiological emergency”](#)
3. [Rectoral Decree-DG no. 434 of 9 March 2020 “Additional urgent measures for the containment and management of the COVID-19 epidemiological emergency”](#)
4. [Decree of the General Manager no. 865 dell’11 March 2020 “Urgent organizational measures for the containment and management of the COVID-19 epidemiological emergency”](#)
5. [Notice reg. no. 57281 del 20 March 2020 “Leaves and other measures introduced by Legislative Decree no. 18 of 17 March 2020 – “Cura Italia” Decree](#)
6. [Decree of the General Manager no. 959 of 24 March 2020 “Urgent organizational measures for the containment and management of the COVID-19 epidemiological emergency”](#)
7. [Decree of the General Manager reg. no. 1018/2020, prot. no. 62045 of 03/04/2020 “Extension of organizational measures and service provisions for the containment and management of the COVID-19 epidemiological emergency.”](#)
8. [Decree of the General Manager reg. no. 1055/2020, prot. no. 64847 of 14/04/2020 “Extension of organizational measures and service provisions for the containment and management of the COVID-19 epidemiological emergency.”](#)



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