



Shared protocol governing measures to combat and contain the spread of COVID-19 at University of Siena facilities

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CONTENTS

| | |
|--|--------|
| FOREWORD | page 3 |
| 1. INFORMATION | » » 3 |
| 2. ACCESS TO UNIVERSITY BUILDINGS..... | » » 4 |
| 2.1 Management of employee entrance and exit..... | » » 4 |
| 2.2 Access procedures for external suppliers..... | » » 4 |
| 3. CLEANING AND SANITIZING UNIVERSITY ENVIRONMENTS..... | » » 5 |
| 3.1 Normal cleaning | » » 5 |
| 3.2. Special cleaning | » » 6 |
| 3.3 Sanitization of air conditioning systems..... | » » 6 |
| 3.4 Waste management | » » 7 |
| 4. PROTECTIVE DEVICES AND PERSONAL HYGIENE MEASURES..... | » » 8 |
| 4.1 Front office activities..... | » » 8 |
| 4.2. Teaching activities | » » 8 |
| 4.2.1 Lecture rooms | » » 8 |
| 4.2.2 Lessons | » » 9 |
| 4.2.3 Exams | » » 10 |
| 4.3. Research activity | » » 10 |
| 4.3.1 “Open-air” laboratories | » » 10 |
| 4.4 Administrative activity..... | » » 11 |
| 4.5 Library activity | » » 11 |
| 4.6 Special activities (gardener and animal caretaker)..... | » » 11 |
| 4.7 Use of vehicles | » » 12 |
| 4.8 Management of common areas..... | » » 12 |
| 5. WORK ORGANIZATION..... | » » 13 |
| 5.1 Promoting Smartworking | » » 13 |
| 5.2 Non-deferrable services..... | » » 13 |
| 5.3 Methods of dialogue with users, also through digital solutions and not in attendance..... | » » 13 |
| 5.4 Vulnerable workers and family workers of vulnerable individuals | » » 13 |
| 5.5 Smartworking and special leave for parents during a cohabiting child's period of compulsory quarantine for school or other contacts related to sports and recreational activities..... | » » 14 |
| 5.6 Flexible hours | » » 14 |
| 5.7 Facility Hours of Service..... | » » 14 |
| 5.8 Library Services | » » 14 |
| 5.9 University staff under agreement with Siena Hospital (AOUS)..... | » » 14 |
| 5.10 Commuting to work..... | » » 14 |
| 5.11 Meetings and training activities | » » 15 |
| 6. HEALTH SURVEILLANCE SERVICE | » » 15 |
| 6.1 Occupational health physician and health surveillance..... | » » 15 |
| 6.2 Managing symptomatic individuals..... | » » 15 |
| 6.3 Managing positive individuals | » » 17 |
| 6.4 Safety measures in the period of active surveillance and for vulnerable workers holding a disability certificate pursuant to Law 104/92 | » » 17 |
| 6.5 Serological screening | » » 17 |
| 7. SHARING AND UPDATING THE PROTOCOL..... | » » 18 |
| 8. UNIVERSITY CONTACT PERSON FOR COVID..... | » » 18 |

FOREWORD

This document has been drafted taking into account the provisions of the protocol agreed to among social partners, approved by Prime Ministerial Decree of 26 April 2020, by Legislative Decree no. 33 of 16 May 2020, converted into law no. 74 of 14 July 2020, by the Resolution of the Council of the Tuscany Region no. 731 of 18 May 2020, by Legislative Decree no. 34 of 19 May 2020, by the Circular of the Ministry of Health of 22 May 2020, by the Decrees of the Tuscany Region no. 60 of 27 May 2020, no. 62 of 8 June 2020 and no. 67 of June 16, 2020, by Prime Ministerial Decree of July 14, 2020, by the Guidelines of the Conference of Regions and Autonomous Provinces of July 14, 2020 and by the resolutions of the Academic Senate and the Council of the University of Siena, issued in the sessions respectively of 23 and 26 June 2020 regarding post-lockdown guidelines, by annex 18 of Prime Ministerial Decree dated 7 August 2020 - Guidelines concerning the complete resumption of ordinary activities in higher education institutions for academic year 2020/21, from the Prime Ministerial Decree of 7 September 2020, annex E, "Protocol for the management of confirmed cases of COVID-19 in university classrooms" and circular letter no. 13 of 4 September 2020 of the Ministry of Health and the Ministry of Labour and Social Policies, containing "update of operational indications for the activities of the Occupational Health Physician in the context of the measures to contain the diffusion of SARS-CoV-2 in the workplace and the community, with particular reference to vulnerable workers", by Decree Law no. 125 of 7 October 2020, by Ministerial Decree of the Public Administration of 19 October 2020 and by the Prime Ministerial Decree of 3 November 2020.

The protocol contained herein aims to identify the conditions required to ensure adequate levels of protection for those who frequent university environments for various reasons, adopting specific prevention measures aimed at combating and containing the SARS-CoV-2 virus.

1. INFORMATION

The University of Siena shall adopt the most appropriate and effective methods to inform anyone who enters the University about the provisions of the Authorities regarding the COVID-19 containment measures. This information, in addition to being sent by email to the entire university community, can be easily consulted in the special section of the University portal, <https://www.unisi.it/unisilife/notizie/coronavirus-2019-ncov-cosa-ce-da-sapere>, containing government and regional acts, guidelines and internal provisions adopted by university bodies.

The main prevention and containment measures that all members of the University of Siena academic community must know are:

- you are required to stay at home if you have a fever (over 37.5°) or other flu symptoms and must call your family doctor and the health authority;
- you are not allowed to enter the University if at risk (flu symptoms, temperature, coming from areas at risk or contact with people testing positive to the virus in the previous 14 days, etc.); if these conditions arise after entry, you must promptly inform the Rector (rettore@unisi.it), your family doctor and the health authority;
- while in university buildings you must comply with all government, Tuscany Region and University of Siena regulations (in particular, respect social distancing and maintain correct hygiene, keeping hands meticulously clean).

Information signs, in Italian and English, produced by relevant Authorities (Ministry of Health, Italian Institute of Health, WHO, Tuscany Region, etc.) are posted in the entrances of buildings and in common areas (reception, attendance clocking systems, entrances and corridors of research areas, libraries and all the most frequented areas).

The information concerns:

- the main rules of conduct;
- the implementation of social distancing and the correct use of face masks;
- correct hand hygiene, also with alcohol rubs;
- graphic instructions for "correct" handwashing in toilets.

Notices may be integrated with subsequent communications deemed relevant for the purposes of containment measures.

2. ACCESS TO UNIVERSITY BUILDINGS

In the case of buildings with multiple entrances, flows shall be channelled by defined entry and exit routes clearly indicated by signs.

Body temperature may be measured at building entrances, and access may be refused to those with a temperature > 37.5 ° C.

In relation to the mandatory use of specific personal protective equipment in common areas, in closed spaces, in the presence of other people and in open spaces when it is impossible to guarantee social distancing, a supply of face masks is available at building access points for use by those who do not have one.

Where necessary, clearly visible signs regulate movement and distancing, entrances and exits, also through the application of floor marking tape and signs to provide guidance.

Where possible, stairs should be used instead of lifts. Lifts should be used only when necessary, checking that it is possible keep a distance of at least 1 meter from others and sanitizing your hands before using the push-button panel.

Physical partitions or “sneeze guards” (plexiglass panels) are installed in the areas considered critical for direct contact (e.g. front office) and, where necessary, visual indicators indicate required distancing while waiting in line.

In the event that several people are present in the same room or laboratory, workstations must be spaced and an interpersonal distance of at least 1 meter must be maintained.

Business communication among colleagues and with internal and external users, and meetings of any kind, must mainly take place electronically or remotely (G-Meet, email, telephone, etc.); in the case of in-person meetings, an interpersonal distance of at least one meter must be guaranteed.

It is important to maintain, insofar as possible, a fixed workstation and to reduce movement within and between university facilities.

2.1 Management of employee entrance and exit

Staggered entry/exit times are encouraged, so as to avoid any contact in common areas (entrances, locker rooms, etc.).

Only those wearing a protective face mask, covering mouth and nose, may enter the university premises. Considering the added risk deriving from an incorrect use of disposable gloves, their use, save in cases of specific risk associated with the job, is mandatory only when one cannot wash hands immediately. Workers are encouraged to wash hands thoroughly and frequently throughout the day.

The presence of alcohol rub dispensers and of face masks shall be guaranteed at each entrance/exit. There will also be closed containers in which to dispose of surgical masks and single-use materials

2.2. Access procedures for external suppliers

Entry, transit and exit procedures are defined for external suppliers, who must follow set methods, routes and timing in order to reduce any contact with those who work and study at the university.

If possible, drivers must stay in their vehicles and not enter the offices without authorization. To prepare for loading and unloading activities, the transporter must strictly comply with one-meter physical distancing.

The staff of the contracted economic operator who carries out the work, service or delivery to University of Siena premises must comply with the prohibitions and limitations imposed by all the provisions adopted for the purpose of preventing and reducing the spread of COVID-19. Work activities can continue only if conditions ensure adequate levels of safety to those who work. To this end, this protocol is forwarded to all contractors whose staff access the premises of the University of Siena.

The protective devices adopted by the University (face masks and alcohol rub) are also made available to the contractor's staff, who must access the university buildings to complete the task, and to visitors if they do not have them.

3. CLEANING AND SANITIZING UNIVERSITY ENVIRONMENTS

3.1 Normal cleaning

For cleaning and sanitizing, reference is made to Ministry of Health circular no. 5443 of 22 February 2020.

“**Cleaning**” means cleaning with a solution of water and detergent.

“**Sanitizing**” means the decontamination or reduction of the viral load with special disinfectant solutions - refer to UNI 10585: 1993.

Cleaning/sanitization and disinfection can be carried out separately or simultaneously using dual action products; it is important to remove dirt or traces of dirt that can contribute to making the whole process ineffective.

Sanitization can be accomplished through normal cleaning using products containing 70% ethanol or chlorine-based products with 0.5% (for toilets) or 0.1% (for all other surfaces) active chlorine or other disinfectant products with virucidal activity, focusing in particular on frequently touched surfaces.

In application of the above:

- if the premises have not been occupied for at least 10 days, only normal routine cleaning will be required to reopen the area;
- most surfaces and objects need only normal routine cleaning;
- daily cleaning and periodic sanitization of the premises, environments, workstations and common and leisure areas is guaranteed;
- cleaning at the end of the shift and periodic sanitization with suitable detergents of keyboards, touchscreens and mice shall be guaranteed in all work environments;
- rooms must be ventilated as much as possible both during and after the use of cleaning products - especially if potentially toxic disinfectants/detergents are used. The use of scented detergents should be avoided or limited as, despite their fragrance, they add polluting substances unnecessarily and degrade air quality inside closed spaces;
- soft and porous materials (e.g. carpets) must be removed to reduce cleaning and disinfection problems
- a special paper record of cleaning and sanitizing activities is kept, where the following is noted each day:
 - o a periodic self-declaration of sanitization model, to be produced by the contractor of the cleaning service to the university administration, complete with a summary of all the facilities treated;
 - o an operative plan model for recording the sanitizing activities carried out daily by the operators of the contracted cleaning service, to be affixed in each university structure and be made available for inspection by control bodies.
- those who carry out daily cleaning activities (dusting and sweeping with wet cloths or dusters, washing, disinfection, etc.) must follow procedures, protocols and methods correctly, and must make use of PPE.

In particular:

- the cleaning of rooms/areas is carried out on a daily basis, focusing on surfaces that are touched most frequently;
- depending on the object/surface, different microfiber cloths are used; these are moistened with soap and water and/or with professional detergents, paying attention to their correct use for the type of surface to be cleaned;
- these cloths must be washed and sanitized in the washing machines present on premises, in accordance with the procedures for using the washing machines themselves, which indicate the products used and the washing and sanitizing temperature and guarantee that the washing machine is activated and operated only in the constant presence of the operator;
- floor cleaning machines must be used, where available on the premises.
- as of March 17, 2020, highly disinfectant products indicated as surgical medical products (in particular "Detaclor" by Kemika s.p.a., Reg. 20444 Ministry of Health) are used in the **normal cleaning** of rooms.

The product provided for the sanitization of surfaces is a medical-surgical device based on active chlorine from sodium hypochlorite. Even under normal conditions users must take certain precautions:

- use on washable surfaces and do not use on polyamide, low alloy steel, iron and metals in general;
- do not use in combination with other products, especially acids (dangerous gases such as chlorine may develop);
- keep the substance away from water drains;
- wear protective gloves during use;

- avoid product splashes on clothing; remember that sodium hypochlorite can permanently damage (stain) garments;
 - avoid contact with eyes and inhaling product vapours/aerosol;
 - in the case of accidental spillage of large quantities of product, ventilate the area and remove all possible sources of ignition and heat;
- the daily (twice daily for the Scotte Presidium) **sanitization procedure** carried out by a dedicated staff unit (2 units for the San Miniato Presidium) using Dettol or an equivalent medical-surgical device, targets frequently used objects and surfaces (e.g. doors, handles, windows, glasses, tables, light switches, toilets, taps, sinks, desks, chairs, keys, keyboards, remote controls, printers) present in common areas and at front office desks.
- as for to the following specific areas:

Lecture rooms

Lecture rooms are sanitized at least once a day.

Front office desks

Each front office desk is equipped with surface disinfectant.

At the end of the shift, the university staff disinfects the horizontal and vertical surfaces of the front office desk using the aforementioned disinfectant.

The cleaning service contractor sanitizes these environments once a day, and up to twice a day if the front office desk is particularly busy.

Outdoor areas require normal routine cleaning and do not require disinfection (spraying disinfectant on sidewalks and gardens is not proven to reduce the risk of COVID-19 for the public, while it may seriously damage the environment and water). Tables placed in external areas and intended for users are an exception, and normal sanitizing procedures must be applied.

3.2 Special cleaning

Note that coronaviruses such as SARS-CoV-2 itself can persist on inanimate surfaces for up to several days, depending on the matrix/material, concentration, temperature and humidity, even if it is not certain whether they remain vital.

Given the above:

- in the event that a person with COVID-19 is present within the University premises, and the environment/s concerned cannot be declared off-limits for the time required for the infectious form of the virus to die naturally, these are cleaned and sanitized, understood as an activity involving the set of procedures and operations designed to make a specific environment healthy through cleaning and subsequent disinfection in accordance with the provisions of circular no. 5443 of 22 February 2020 of the Ministry of Health, as well as ventilated;
- in the event of suspected cases of COVID-19 within a building, and the area/s concerned cannot be declared off-limits for at least 9 days, these too must be sanitized and ventilated.

Sanitization of the room/area must be carried out in accordance with the provisions of circular no. 5443 of 22 February 2020 of the Ministry of Health (cleaning with soap and water and then with a 0.1% diluted sodium hypochlorite solution and 70% ethyl alcohol for surfaces that may be damaged by sodium hypochlorite), by specialized firms that carry out the task in the shortest possible time and issue the certificate of correct sanitization.

3.3 Sanitization of air conditioning systems

The ventilation and air conditioning systems, whether centralized, for portions of a building or portable, were all turned off until the necessary cleaning/routine maintenance and sanitizing operations were completed in accordance with the specific protocol.

The protocol implemented took into account the main indications for the prevention and management of indoor environments and/or environments within non-healthcare facilities and for ventilation/air conditioning systems reported in the Reports of the Italian National Institute of Health (*Istituto Superiore di Sanità*); in this specific case, ISS COVID-19 reports no. 5/2020, no. 25/2020 and no. 33/2020.

The operative indications for sanitization are also in accordance with the provisions of Titles IX and X of Legislative Decree 81/08, as amended, which constitutes a reference to support the integrated management of the risk associated with the current pandemic, with reference to each company system.

All cleaning and sanitizing operations were carried out by a specialized company with qualified personnel and through the use of professional products classified as surgical-medical products.

The cleaning company has issued a special certificate of cleaning and sanitization in accordance with protocols and technical standards for preventing the transmission of the SARS-CoV-2 infection.

Natural ventilation of rooms by opening windows remains an important operation that must be carried out as often as possible in order to guarantee a good exchange of air, taking care to keep the building's internal doors closed in order to limit air exchange between adjacent rooms.

3.4 Waste management

All disposable materials (films, gloves, etc.) used after carrying out the following activities:

- distance learning,
- in-presence examinations,
- front office,
- use of computer stations available to the public,

must be thrown into the appropriate disposal containers available on site.

These containers for the collection, transfer and disposal of single-use materials are made of grey plastic (this colour distinguishes "non-differentiated" waste) and are preferably lidded and foot operated.

All disposable materials used during laboratory work shifts must be thrown into the containers dedicated to CER code 180103, where present. In the absence of the aforementioned CER code, materials, with the exception of facemasks, can be thrown into the container marked with CER code 150202, while the containers placed at building exits must be used for facemasks.

4. PROTECTIVE DEVICES AND PERSONAL HYGIENE MEASURES

In all university buildings, masks and alcohol rub dispensers for hand cleansing are available to those who enter the premises (staff, students, visitors, etc.). The hand cleansing gel is produced by the Department of Biotechnology, Chemistry and Pharmacy in an agreement with the analogous production at the Siena hospital pharmacy and in accordance with WHO indications (https://www.who.int/gpsc/5may/Guide_to_Local_Production.pdf).

The toilets are regularly stocked with soap to ensure personal hygiene; signs posted in these rooms provide instructions for proper hand washing.

In university environments, study and work equipment and tools and paper documents can pass from hand to hand among workers only after sanitizing hands.

The request for the supply of facemasks and gels must be sent to the reference Presidium or, for structures without a Presidium, emailed to the *Servizio di Prevenzione e Protezione* - Workplace safety and prevention services (spp@unisi.it).

Please note that facemasks are not personal protective equipment. If, due to the nature of the job or research activity, individual protective equipment is required, this - pursuant to art. 16, co. 4 of the Regulations for the improvement of safety and health in the workplace of the University of Siena¹ - must be provided by the departmental structures.

The following paragraphs indicate the measures for the containment of COVID-19 to be adopted for different activities.

4.1 Front office activities

Front office activities carried out in multiple structures (head offices, libraries, teaching and student offices, international relations division, URP- Public relations office, etc.) must be carried remotely out as much as possible. For cases in which it is impossible to carry out the front office activity remotely, the managers of the structures must identify organizational solutions so that a single front office desk is identified and procedures are implemented to avoid crowding (e.g. activities by appointment) and ensure social distancing (at least 1 meter) among users (e.g.: floor marking to indicate distancing). To cope with these situations, all the front offices are in any case equipped with transparent physical barriers (e.g. in polymethylmethacrylate, polycarbonate) to help ensure that operators and users are adequately protected. Each front office desk is equipped with:

- surgical masks;
- alcohol rub for hand cleansing,
- surface disinfectant;
- a bin for the disposal of single-use materials.

Facemasks are also made available to users and/or visitors who do not have one.

At the end of the shift, the university staff must disinfect the horizontal and vertical surfaces (of the front office desk).

Shared computers or other equipment must be cleaned with surface disinfectant and covered with a film; at the end of the shift, the staff must throw the film into the special container for single-use materials.

4.2. Teaching activities

Teaching in the first semester of academic year 2020/21 will be delivered simultaneously both in presence and online, so that lessons can be followed in the university lecture rooms or remotely.

The following cardinal principles also apply to teaching:

1. physical distancing;
2. meticulous hand and personal hygiene and sanitization of environments;
3. mandatory use of facemasks.

4.2.1 Lecture rooms

The university lecture rooms, of varying kind, in many cases have fixed seating with rows spaced 75-85 cm apart. Without prejudice to the **mandatory use of face masks** for the entire time spent in teaching facilities, in the classrooms with free positioning of student seats, seating is placed **at least 1 m apart**. It is absolutely forbidden to move seats from their initial position (indicated on the floor with appropriate markings).

¹ <https://www.unisi.it/node/953>

Commentato [FP1]: da eliminare?

In classrooms with fixed seating, students will stagger in checkerboard-fashion, in compliance with the minimum spacing of 1 meter, with a margin of +/- 10% to take into account the anthropometric characteristics of students and changes in posture.

The lecturer's station must be positioned 2 meters from that of students.

Lecture rooms are sanitized daily.

Lecture rooms must be **aired frequently** (for example, by opening the windows or access doors in the case of lecture rooms without windows, at each change of lecture and in any case no less than twice a day).

Each lecture room and common area has a **dispenser with hydroalcoholic solution for sanitizing** hands on entering the classroom, although hand washing with water and neutral soap should be favoured.

Common areas and flows

For each teaching facility, the **entry and exit flows**, internal movements, and the characteristics of common areas must be assessed, and the most effective measures to **prevent crowding** outside lecture room must be implemented. In particular, if possible, it is necessary to program ordered flows of students, through the creation of well defined, clearly marked entry and exit routes.

Indications for delivering information and communication

The university ensures **adequate communication** with students, teaching staff and technical-administrative staff by electronic means and through clear and visible **signs** that help manage incoming and outgoing flows and highlight security measures.

Rules for returning to university lecture rooms

- If you have symptoms of an acute respiratory infection (fever, cough, cold) **DO NOT** come to university. At the entrance to the university it is **NOT** necessary to measure body temperature, except when accessing Siena Hospital premises, where there will be a thermoscanner for automatic temperature readings; you must take individual responsibility for your own state of health.

- When you are in university common areas (classrooms, laboratories, common areas, etc.) **always wear a face mask** to protect your nose and mouth.

- Follow the instructions on **signs**.

- In the classrooms, **sit only where permitted** (these seats will be **pecially marked**), avoid crowding (especially when entering and exiting) and physical contact.

- Avoid changing seats during and between lessons.

- Do not leave personal clothing and items unattended.

- **Wash your hands frequently** or use the **special dispenser containing sanitizing solution** to keep them clean; avoid touching your face and facemask.

- Each lecture room has disinfectant solutions for surfaces that can be used for any need. Read the product warnings carefully.

- Students are advised to stay and study in the building where lectures are held and not go to other external university facilities.

4.2.2 Lessons

The classrooms dedicated to teaching, including computer rooms, must have the following essential protective devices:

- a bottle containing an alcohol-based gel for cleaning hands;
- a surface disinfectant;
- transparent film to cover shared devices;
- disposable gloves or other device for covering the microphone used during lectures.

For all other situations (e.g. recording lectures, support for platforms, etc.) the activity must be carried out remotely or through physical distancing; if such measures cannot be guaranteed, the persons involved (two at most: lecturer and IT technician) must necessarily wear the Facial Filter P2 (FFP2) and safety goggles (provided by the University) for the time required to carry out the activity involving their simultaneous presence.

In the teaching laboratories, in order to limit the movement of people, activities must be organized, also through shifts, so that the number of people present at any one time in each laboratory allows for an interpersonal distance of at least one meter.

The alcohol-based gel for hand cleaning must be present near the laboratories.

Before starting the laboratory activity, the staff (teachers, support technicians, students) must:

- 1) clean their hands with an alcohol rub;
- 2) wear the necessary devices:
 - face mask/surgical mask;

- disposable gloves;
- safety glasses in polycarbonate or similar material, if required for the type of activity to be carried out

In exceptional cases where **one-meter distancing** cannot be guaranteed, the person in charge of the teaching activity must implement the following prevention and safety measures to protect those present in the laboratory:

- establish the obligation to wear the P2 (FFP2) filtering facepiece without an exhalation valve and protective goggles or, alternatively, a protective visor and surgical mask.

P2 (FFP2) filter facepieces must be changed every 4 hours when used continuously.

The laboratory must have a container in which to throw away all disposable materials used during the work shift.

At the end of the activity, the university staff must disinfect surfaces (counters, hoods, worktops, etc.) with the medical-surgical device provided.

An important prerequisite for the management of confirmed and suspected cases of COVID-19 is that universities equip themselves with systems that make it possible to know the names of students enrolled in each course or at each course shift, if any (indicating the lecture room and day).

These lists must be prepared and kept for at least 14 days from the date of each lesson and must be made available to the USL Prevention Department for any contact tracing activities. Attendance recording may consist in computerized booking by students and/or physical attendance registration (through barcode reading, classroom roll call by the lecturer, hand-filled attendance sheets, etc.) and/or, lastly, the list of those enrolled in the course or in the shift.

In order to facilitate the tracing and identification of close and casual contacts in the event of confirmed cases of Covid-19, students, teachers and technical-administrative staff at the University are strongly advised to equip themselves with the IMMUNI app, and to activate it during their presence on University premises.

4.2.3. Exams

Ongoing assessment (exams) is carried out remotely.

4.3. Research activity

The head of research must implement the prevention and safety measures provided for under paragraph 4.2.2.

Assuming that people (doctoral students, fellows, undergraduates) who access the laboratories have a continuous and/or almost constant relationship with the research laboratories, it is not necessary to prepare lists of those present, assigning each individual responsibility for their state of health.

4.3.1. – “Open-air” laboratories

Teaching and research activities that take place "in the field" can be carried out in strict compliance with physical distancing measures and the adoption of protective measures (facemasks or visors) if it is not possible to maintain an interpersonal distance of at least one metre.

The tools and equipment necessary for the activities must be cleaned and disinfected at each change of user; adequate disinfection must in any case be guaranteed at the end of the day. If the specific activity or equipment calls for frequent sharing by several persons, hands/gloves must be cleaned or disinfected frequently.

To reach the open-air laboratories, modes of transport that allow adequate distancing between travellers should be adopted; refer to the safety instructions provided under paragraph 4.7.

If an overnight stay is required to carry out open-air laboratory activities, you must contact accommodation facilities that issue a self-declaration certifying that they have adopted the security protocol containing anti-Covid-19 measures.

Note that in the event that the open-air laboratory activities are commissioned from third parties with respect to the University, these must communicate the update of the document assessing risk interfering with the specific provisions on prevention and safety measures relating to the Covid-19 emergency.

For further information on the requirements to be met when organizing open-air laboratories, please refer to the "Operations Manual" which contains the procedures, in-depth information and forms: <https://www.unisi.it/ateneo/lavorare-unisi/salute-e-sicurezza/servizio-di-prevenzione-e-protezione/gestione-di-un>

4.4 Administrative activity

In application of national legislation, it has been ordered that 50% of personnel who carry out administrative activities return to service.

The presence on site shall take place with no more than one person per room, unless the size of rooms allows for appropriate distancing (so-called physical distancing).

The worker must have a face mask that must be worn to access facilities, common areas and for the entire work shift, except in cases where the activity is carried out "alone".

In the event that two or more workers must necessarily carry out their activities in the same room, the manager of the structure identifies organizational solutions for the environments in order to guarantee a minimum distance of 1m between workstations; if this is not possible, individual workstations shall be equipped with protection panels/dividers, as already specified for the front-offices. Where, due to the nature of the activity, the spacing indicated above cannot be guaranteed, it will be mandatory for the personnel involved to wear a P2 (FFP2) Filtering Facepiece.

4.5 Library activity

Book lending to students and university staff and consultation in reading rooms can be carried out in accordance with the following procedures:

- the consultation of electronic resources is also possible from home, through the Onesearch bibliographic catalogue; also bibliographic consulting services can be accessed online through a webconference platform, and the on-line service Ask the Library2 is available for any doubts or clarifications
- access to the library for borrowing, study or open shelf consultation purposes - occupying a workstation - must take place by appointment, booked through the special platform3 available on the Library System website, and following a predetermined access and exit path;
- frequent hand sanitization and the constant use of a facemask is mandatory.

To this end, the user entrance pathway is indicated to ensure 1-meter safety distancing and the following devices are available to users at the entrance to the library:

- surgical mask;
- alcohol rub.

Users will be able to access the open stacks on their own, following any specific instructions provided in the facility, in accordance with the characteristics and location of the stacks. Users must sanitize their hands before taking the volumes for consultation, but without crowding and respecting distances, so as to have no more than one user per corridor or study room (when it is impossible to respect safety distances).

The alcohol rub for cleaning hands will be available near the open stacks.

The volumes consulted by users with face masks after having sanitized their hands can be returned immediately to their location on the stacks - without quarantine.

The staff on duty in the structure shall be able to verify that these procedures are respected, through periodic visits to all the study rooms and reminders to anyone who does not respect the rules.

Protection panels/partitions are installed at the loans desk; surface disinfectant is available to the library staff and must be used at the end of the shift, as indicated for front office activities. There are also containers where you can place books to be returned - to be quarantined - thereby guaranteeing distancing between users and university staff.

In the case of shared computers or other equipment, the procedures indicated above for front-offices must be adopted.

All incoming library materials (external supplies, returned books, etc.) must be placed "in quarantine" in a separate ventilated room for at least 3 days, starting from the last contact by outsiders.

4.6 Special activities (gardeners and animal caretakers)

Work activities for gardeners should involve mainly outdoor activities, maintaining a minimum interpersonal distance of one meter. During operations in which they are exposed to dust or in which physical distancing cannot be guaranteed (e.g. moving plants from greenhouses), gardeners must use P2/P3 Filtering Facepieces. During the entire work shift, gardeners shall always have access to surgical masks and alcohol rub for hand cleansing.

If possible, avoid sharing garden tractors or self-propelled machines such as excavators; first clean and disinfect equipment surfaces.

With regard to the sanitization of the changing rooms for gardeners in the Botanical Garden, the following procedure is adopted:

- sanitization every morning of the changing rooms and showers by the cleaning service contractor;
- sanitization by the person who took a shower (before or after the cleaning service), who sprays the same product used by the cleaning service contractor on the shower tray and tiles;
- possible sanitization by the person who has to shower, as described above.

At the end of the shift, sanitization will be done again the next morning by the contracted cleaning service.

A container will be made available with the sanitizing product that will be topped up by the contractor itself every morning.

Given that those caring for laboratory animals require special protection, the devices and materials for personal cleansing may also be used for the containment of COVID-19. At the end of the work shift, however, workers are obliged to use the surgical mask and maintain an interpersonal distance of at least one meter.

4.7 Use of vehicles

University vehicles are normally for individual use.

Drivers must wear a surgical mask in the presence of another passenger. The sanitizing product inside the vehicle must be used on the steering wheel before and after use.

In exceptional cases, when several people must use the vehicle, passengers must respect the safety distance and wear a surgical mask for the entire journey.

4.8 Management of common areas

Access to common areas and the time spent within them is limited: people must maintain a safety distance of at least one meter.

Spaces equipped with windows, balconies or openings to the outside are regularly ventilated in order to ensure good airing, which must be favoured as much as possible.

Daily cleaning is guaranteed.

Objects and surfaces that are touched frequently in common areas (e.g. doors, handles, handrails, light switches, elevator keyboards, keyboards and surfaces of beverage and snack dispensers, common printers, front office floors, etc.) are sanitized daily with special microfibre cloths and disinfectant detergent for surfaces (use of a medical-surgical product based on active chlorine from sodium hypochlorite).

The bars-cafeterias within the premises, where present, are required to follow the rules set out in Annex 1 of Tuscany Region Decree no. 60 of 27.5.2020, dedicated to catering services. With regard to the bar-cafeteria in the Arezzo - "Pionta" Campus, limited to the canteen service provided there under a contract awarded by the Tuscany Regional DSU Agency, please refer to the corresponding protocol drawn up by the agency itself.

5. WORK ORGANIZATION

5.1 Promoting Smartworking

Facility managers have the task of organising their Facility by ensuring, on a daily, weekly or multi-weekly basis, that work is carried out remotely (smartworking) in the highest possible percentage. In any case no less than 50% of the staff assigned to their Facility and responsible for the activities that can be carried out in this way, compatibly with the organisational potential and the effectiveness of the service provided, must work remotely.

In particular, the number of employees on premises must be reduced, with the indication of no more than one person per room, unless the dimensions of the rooms themselves allow for appropriate physical distancing, and within the limits of at least one person per facility each day of the week.

Structures that can clearly perform activities exclusively or prevalently remotely, in relation to the complete dematerialisation of procedures, can submit a specific reasoned request to perform work activities for the entire facility exclusively/prevalently remotely, except for the occasional presence in the office for activities pertaining to non-digitalised documentation. The application must be sent by the Manager to the alias lavoroagile@unisi.it for consideration and authorisation by the General Manager.

When defining the personnel present in the office, where the organisational profiles allow it, the Head of facility may take into account:

- a. health conditions of the employee and his/her family unit,
- b. presence of children under the age of fourteen in the same family unit,
- c. distance between the area of residence or home and the workplace,
- d. number and type of means of transport used and journey times.

It is not possible, in the same day, to carry out work activities partly in presence on the premises and partly in smartworking mode.

Smartworking may be adopted both for **activities normally carried out** in presence and, in addition or alternatively and in any case without adding to the ordinary workload, for specific **project activities**, taking into account the possibility of carrying them out remotely, also in relation to the instrumentation required.

At the specific request of the employee and in agreement with the person in charge, and in order to limit the risk of contagion, **workers who use public transport** to reach the workplace may request to **carry out work activities mainly remotely** (smartworking).

5.2 Non-deferrable services

The following non-deferrable services are confirmed:

- a) support activities carried out as part of the services provided by Facilities and Libraries;
- b) research support activities and services;
- c) non-deferrable activities and services to be performed occasionally in person, as identified by the Head of the Facility.

The heads of the Facilities responsible for services that cannot be postponed may organise the work of the staff assigned to them, providing for activities to be carried out remotely (smartworking) while guaranteeing the required level of service.

5.3 Methods of dialogue with users, also through digital solutions and not in attendance

The provision of the front office service to the external public takes place remotely via smart working, through IT or telephone services; if necessary, this service can also be provided in presence by appointment in order to stagger and schedule access, always guaranteeing that the staff, to carry out work activities, are equipped with suitable personal protective equipment (PPE) and partitions to contain the spread of the SARS-COV-2 virus in the workplace.

Services to internal users (teaching and non-teaching staff, other types of employment relationships) are provided remotely through IT or telephone services at set times. If necessary, the same can be provided in attendance by appointment.

5.4 Vulnerable workers and family workers of vulnerable individuals

Personnel belonging to the category of vulnerable workers have the right to submit a specific request for a medical examination, pursuant to art. 41, par. 2, lett. C) of Legislative Decree no. 81/2008 addressed to the occupational health physician of the University, accompanying the request with medical documentation relating to the pathology diagnosed in the manner indicated in the circular, prot. no. 152852 of 08/09/2020 "Indications relating to organizational and service measures at the University of Siena in application of the provisions regarding the flexibility of public work and on smart working, and indications for a safe return to the workplace".

Personnel who have a disabled person in their family unit in the conditions referred to in article 3, paragraph 3, of law no. 104, has the right to smart working provided that this mode is compatible with the characteristics of the service, as specified in the circular, prot. No. 152852 of 08/09/2020 "Indications relating to organizational and service measures at the University of Siena in application of the provisions on the flexibility of public work and smart working and indications for a safe return to the workplace".

5.5 Smartworking and special leave for parents during a cohabiting child's period of compulsory quarantine for school or other contacts related to sports and recreational activities

The Prime Ministerial Decree calls for parents to be able to perform work activities in smartworking should a cohabiting child under 14 years of age be quarantined by order of the prevention department of the relevant local health authority (ASL), following contact occurring within the school, as well as in the performance of basic sports activities, physical activity in facilities such as gyms, swimming pools, sports centres, sports clubs, both public and private, or following contact occurring within facilities regularly attended for music and language courses. With reference to this specific circumstance, the circular letter, prot. no. 173822 of 9/10/2020, and the related forms, has been issued and published on the web page <https://www.unisi.it/ateneo/lavorare-unisi/modulistica-e-documenti/personale-tecnico-amministrativo>.

5.6 Flexible hours

Flexibility consists in permission to enter from 7:45 am to 10:00 am and leave at different times (early departures beyond the 30-minute limit referred to in the "University rules on working hours"), within the scope of operating hours of the Structures and in compliance with the functional needs of the structure defined by the Head of the structure, based on the indications of the reference manager.

Flexible hours apply only when working on site.

5.7 Facility Hours of Service

University facilities are open Monday to Friday, 7.45am to 8pm. Those also providing services on Saturdays are open from 7.45am to 2pm, except for the San Miniato Presidium, which opens from 7.45am to 12.30 am.

5.8 Library Services

Library services, including support for e-learning, are guaranteed in accordance with the indications of the Manager of the reference area and contained in the University Guide to library services to support teaching and research.

Libraries are open from Monday to Friday, according to the schedule published on the University Library System website: <http://www.sba.unisi.it/>

5.9 University staff under agreement with Siena Hospital (AOUS)

The measures referred to in this provision also apply to technical-administrative university staff under an agreement with the AOUS. In particular, the rules contained in Prot. Circular no. 154807 of 11/09/2020, which can be found on the web page <https://www.unisi.it/ateneo/lavorare-unisi/servizi-utili/lavoro-agile>, apply to university staff under an agreement with the AOUS.

5.10 Commuting to work

It is essential to avoid crowds also in relation to travel to reach the workplace and return home (commuting), with particular reference to the use of public transport. For this reason, methods of transport to the workplace with adequate distancing between travellers are encouraged, as is the use of private vehicles.

Where work in attendance concerns workers residing outside the Municipality of Siena, for the whole period in which the Region of Tuscany falls within the parameters defined by the Decree of the Ministry of Health of 4 November 2020, workers must demonstrate that the movement is related to work requirements, to be proven also by means of self-declaration that can be made on pre-printed forms already supplied to state and local police forces.

5.11 Meetings and training activities

Remote connection methods are adopted to conduct meetings, save in exceptional, reasoned cases; interpersonal safety distancing must in any case be guaranteed in the event of in-person meetings.

All training activities are carried out remotely through remote connections.

6. HEALTH SURVEILLANCE SERVICE

6.1 Occupational health physician and health surveillance

In compliance with Annex 6 of Prime Ministerial Decree of 26 April 2020 (Shared regulatory protocol of measures agreed to between the Government and social partners to combat and contain the spread of the COVID-19 virus in the workplace) and the Interministerial Circular of 4 September 2020, in the current phase there will be a gradual return to health surveillance visits provided for by Legislative Decree 81/08, operating in compliance with the hygiene measures recommended by the Ministry of Health and taking into account the epidemiological trend in the territory of the South East Tuscany AUSL. During this period, prevention will be privileged (in particular during hiring), at the request of the worker and on returning to the job after an illness of more than 60 days. Medical examinations will take place in rooms of suitable size to allow the necessary distancing between doctor and employee, with sufficient ventilation and allowing adequate hand hygiene. During the visit, the worker will wear a surgical mask and the occupational health physician will be provided with adequate PPE (surgical masks or FFP2 without a valve, gloves, goggles/visor). Health surveillance will be organized in such a way as to avoid crowding, and workers will be advised to not show up for the visit in the presence of fever and/or respiratory symptoms, even if mild.

At the discretion of the occupational health physician, periodic medical examinations may be deferred, also in relation to the epidemiological trend in the region. Instrumental tests that may expose individuals to the SARS-CoV-2 infection will be carefully evaluated (such as respiratory function tests, the tests referred to in art.41, par. 4 of Legislative Decree 81/08 and the controls referred to under art.15 of Law 125/2001).

In the presence of pathologies with poor clinical conditions (e.g. cardiovascular, respiratory or metabolic) or immunosuppression, workers who believe they are particularly vulnerable to exposure to SARS-CoV-2, will have the right to request that the Employer provide the medical examination referred to in art. 41 paragraph c, lett. C of Legislative Decree 81/08 (medical examination at the request of the worker). Requests for special examinations must be accompanied by medical documentation relating to the pathology diagnosed in ways that guarantee privacy. It will be the responsibility of the occupational health physician to evaluate each case, on the basis of the health documentation produced, and report, in situations that he/she deems appropriate, to the Employer so that he/she can provide for the worker's safety.

Workers who test positive for COVID19 must notify the Employer by e-mail (rettore@unisi.it) of the change in their state of health. According to the Circular of the Ministry of Health of 29.04.2020, workers who have been affected by COVID-19 for which hospitalization was required, upon presentation of a certificate of recovery in accordance with the procedures provided for by the Prevention Department of the AUSL, must receive a check-up from the occupational health physician before returning to work, even if the absence lasted less than 60 days.

Long-term positive employees or students, pursuant to Ministry of Health Circular 32850 of 12.10.2020 (positive after 21 days of isolation, in the absence of symptoms for a week), will normally be readmitted to activities within the University only after a negative nasopharyngeal swab report (molecular test).

6.2 Managing symptomatic individuals

Should flu-like symptoms arise in a worker during working hours, the University shall arrange immediate and coordinated interventions based on the indications of the Occupational Health Physician. In particular:

- the first aid kit or pack must contain a specific safety kit (gloves, goggles, FFP2 mask without a valve) for the worker who will assist the symptomatic person, who must immediately wear a surgical mask;
- each building has a room in which to isolate symptomatic persons pending instructions from the Health Authority. This room must not be used normally by other workers and must be easy to disinfect once the symptomatic person leaves;
- should a worker develop a fever or symptoms of respiratory infection such as cough while working, he/she must report it to the Manager or direct superior and go autonomously to the area set up for isolation. Support can be guaranteed by adequately informed workers (First Aid staff) equipped with the necessary PPE (gloves, goggles, FFP2 mask without a valve);
- a surgical mask must be provided immediately to the symptomatic worker if he/she is not already wearing one;
- the worker will be asked to return home and inform his general practitioner; furthermore, the worker must notify the relevant Health Authority through the COVID-19 emergency numbers of the Tuscany Region and the Ministry of Health;
- in managing the symptomatic person, reference must be made to the indications provided by the Health Authority, particularly those regarding the return home (health conditions, risk of contagion should public transport be used, etc.);

- if a diagnosis of COVID-19 infection is subsequently made, the University of Siena will collaborate, through the University's COVID Contact Person and the Occupational Health Physician, with the Health Authority to identify any employees who came into close contact with the person whose nasopharyngeal swab tested positive for COVID-19;
- during the epidemiological investigation, the General Manager will arrange for the person concerned to work remotely (smart-working). If the infection is diagnosed, the AUSL directly or the General Practitioner will issue the quarantine order for the close contacts of the COVID-19 confirmed case. The latter must always and in any case follow the instructions given by the Health Authority or by their General Practitioner
- the COVID-19 positive employee must help identify the premises he/she frequented in the previous 14 days;
- it will be necessary to close the site concerned and start sanitizing procedures;
- the office will reopen after receiving from the specific competent Area the communication of the completion of sanitization procedures;
- the University's Covid Contact Person must communicate all collected information to the Rector and the Occupational Health Physician.

6.3 Managing positive individuals

In the case of notification or communication of the positivity of a student who has attended university classes in attendance, it will be necessary to identify the subjects who have attended the same classrooms, libraries and study rooms and this cohort of students will be required to follow lectures online and must not frequent university environments for a period of at least 10 days, starting from the last day the positive subject frequented the university environments themselves.

In the event of notification or communication of the positivity of a University worker (lecturer or PTA) who has attended the working environments, the Coordinator of the University's Occupational Health Physician, considering the actions taken by the Health Authorities, will evaluate the need to submit the possible contacts of the subject found positive to a diagnostic test for the detection of the Sars-Cov-2 virus communicated by the COVID Reference person, provided they still belong to the university community, in its various components. In this case, these workers will carry out their work remotely until the negative results of the tests are known.

6.4 Safety measures in the period of active surveillance and for vulnerable workers holding a disability certificate pursuant to Law 104/92

The period of sickness or in quarantine with active surveillance, or in a fiduciary home stay with active surveillance due to COVID-19, is equivalent to a period of hospitalization.

Therefore, all periods of illness, quarantine or home stay with health surveillance, as certified by a medical certificate reporting the nosological code V29.0 or stating "osservazione per sospetto di condizione morbosa infettiva" (observation for suspected infectious morbidity) as diagnosis are equated to absence for hospitalization, which does not entail a reduction in salary. It follows that during the aforementioned periods the staff cannot carry out any work activity, not even remotely from home.

As for vulnerable workers with a certified serious disability (pursuant to Law 104/92), Article 39 paragraph 1 of Law 27/2020 states: *Until the end of the COVID-19 epidemiological emergency, disabled employees in the conditions referred to in article 3, paragraph 3 of law no. 104 or who have in their family unit a disabled person who meets the conditions referred to in Article 3, paragraph 3, of law no. 104, have the right to work remotely ("smart working") pursuant to articles 18 to 23 of law no. 81 of 22 May 2017, provided that this is compatible with the characteristics of the service.*

These workers and their families can therefore request to work remotely (smart working), without the need for a medical examination.

6.5 Serological screening

7. SHARING AND UPDATING THE PROTOCOL

The protocol was drafted in collaboration with the Rector, the Director General Manager, the Coordinator of the Occupational Health Physicians, the Manager of Prevention and Safety Services, a few University technicians and the Workers' Safety Representatives. The measures identified are to be considered valid for the so-called PHASE 3 and may be changed, updated or supplemented, depending on future regulatory interventions and on specific situations at the University of Siena. To this end, there must be continuous dialogue among those who helped draft this protocol: together with a company union representation and a workers' safety representative, they constitute the "Committee for implementing and verifying the provisions of the regulatory protocol".

The committee shall include the following individuals:

Prof. Francesco Frati - Rector

Dott. Emanuele Fidora – General Manager

Prof. Pietro Sartorelli – Coordinator of Occupational health physicians

Dott.ssa Maria Teresa Ferraro – Manager Prevention and Safety Services

Dott. Guido Badalamenti - Manager Area Research, Libraries, Internationalization and Third Mission

Dott. Fabio Semplici – Head of Divisione Procurement, Conventions and Estates Division

Dott.ssa Laura Goracci – Manager of the Technical and Administrative Personnel Division

Ing. Massimiliano Pagni – Manager of the Technical Division

Dott.ssa Moira Centini – Head of the Rector's Office

Laura Carletti – Workers' Safety Representative

Dott.ssa Daniela Orsi – President of the Union

8. UNIVERSITY CONTACT PERSON FOR COVID

The University of Siena contact person for Covid-related matters is Dott.ssa Maria Teresa Ferraro, appointed by Rectorial Decree no. 1535/2020 (prot. 160592 of 22 September 2020), pursuant to Annex E of the Prime Ministerial Decree of 7 September 2020.