



UNIVERSITÀ
DI CAMERINO

**SUBJECT: UNICAM OPERATING PROCEDURES FOR THE MANAGEMENT OF
'PHASE 2' OF THE COVID-19 EPIDEMIOLOGICAL EMERGENCY**

THE RECTOR

in agreement with

DIRECTOR GENERAL

WITH REFERENCE TO Statute of the University of Camerino, issued with Rector's Decree No.194 of 30 July 2012 and entered into force on 27 September 2012; modified with Rector's Decree No.179 of 18 September 2015, published in G.U.R.I. [Official Gazette of the Italian Republic] No.236 of 10 October 2015 and entered into force on 9 November 2015;

HAVING REGARD TO the Resolution of the Council of Ministers of 31 January 2020, by which the state of emergency on the national territory was declared, for the period of six months, relating to the health risks associated with the onset of diseases deriving from transmissible viral agents, published in the Official Gazette - General Series No. 26 of 01 February 2020;

HAVING REGARD TO Ministerial Decrees of 26 February 1999 and of 04 May 1999, respectively concerning identification and reclassification of academic disciplines in university studies, subsequently amended by Ministerial Decree of 04 October 2000;

HAVING REGARD TO Decree-Law No. 06 of 23 February 2020, containing "Urgent measures for the containment and management of the COVID-19 epidemiological emergency", published in the Official Gazette - General Series No. 45 of 23 February 2020, converted, with amendments, by Law No. 13 of 05 March 2020, published in the Official Gazette General Series No. 61 of 09 March 2020;

HAVING REGARD TO Decree-Law No. 18 of 17 March 2020, containing "Measures for strengthening the National Health Service and for financial support to families, workers and businesses, relating to the COVID-19 epidemiological emergency", published in the Official Gazette - General Series No. 70 of 17 March 2020, and in particular Art. 103, providing for the suspension of time limits of administrative procedures and effects of administrative instruments expiring before April 15, 2020;

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HAVING REGARD TO Decree-Law No. 19 of 25 March 2020, containing “Urgent measures for managing the COVID-19 epidemiological emergency”, published in the Official Gazette - General Series No. 79 of 25 March 2020, which in the final provisions revokes Decree-Law No. 6 of 23 February 2020, converted, with amendments, by Law No. 13 of 5 March 2020, with the exception of Article 3, paragraph 6a, and Article 4;

HAVING REGARD TO Decree of the President of the Council of Ministers of 10 April 2020, containing “Further provisions for implementation of Decree-Law No. 19 of 25 March 2020, containing urgent measures for managing the COVID-19 epidemiological emergency, applicable on the entire national territory”, published in the Official Gazette No. 97 of 11 April 2020, which in the final provisions establishes that from 14 April 2020 the following cease to have effect: Decree of the President of the Council of Ministers of 08 March 2020, Decree of the President of the Council of Ministers of 09 March 2020, Decree of the President of the Council of Ministers of 11 March 2020, Decree of the President of the Council of Ministers of 22 March 2020, and Decree of the President of the Council of Ministers of 01 April 2020;

HAVING REGARD TO Decree of the President of the Council of Ministers of 26 April 2020, containing “Further provisions for implementation of Decree-Law No. 06 of 23 February 2020, containing “Urgent measures for the containment and management of the COVID-19 epidemiological emergency, applicable on the entire national territory”, published in the Official Gazette No. 108 of 27 April 2020, which in the final provisions establishes that *“the provisions contained in this Decree apply from the date of 4 May 2020 and shall replace those of Decree of the President of the Council of Ministers of 10 April 2020 and shall remain in effect until 17 May 2020, with the exception of the provisions of Article 2, paragraphs 7, 9 and 11, which shall apply from 27 April 2020, cumulatively to the provisions of the aforementioned Decree of 10 April 2020”*;

WITH REFERENCE TO the Code of Ethics and Professional Conduct of the University of Camerino, issued with Rector's Decree No. 16 of 03 February 2015;

WITH REFERENCE TO the Risk Assessment Document of the University of Camerino, drawn up pursuant to Art.17 paragraph 1 letter a), and Art. 28 of Legislative Decree No. 81/2008, in particular with reference to the changes made on 24 February 24 2020;

WITH REFERENCE TO the Rector's Decree in agreement with the Director General No. 10861 of 26 February 2020, setting up the Coronavirus working group;

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ACKNOWLEDGING the provisions of the “Technical document on the possible remodulation of the measures for the containment of contagion from SARS-CoV-2 in the workplace, and prevention strategies”, published by INAIL [Italian National Institute for Insurance against Accidents at Work], containing the variables that may influence the types and places of work, and the various risk factors related to the types of activities:

- Exposure: the probability of coming into contact with sources of contagion during the performance of specific work activities (e.g. the healthcare sector, management of special waste, research laboratories, etc.);
- Proximity: the intrinsic characteristics of carrying out the work activities that do not allow for a sufficient social distancing (e.g. specific tasks in assembly lines) for one part of the working hours or for almost all working hours;
- Aggregation: the type of work that involves contact with other subjects besides the company employees (e.g. catering, retail, entertainment, hotels, education, etc.);

ACKNOWLEDGING the provisions of the protocol stipulated by Civil Service with trade union organisations on 03 April 2020, for the adoption of common guidelines and activities that can facilitate public administration services;

ACKNOWLEDGING of the provisions of the “Shared protocol for the regulation of measures for combating and containing the spread of the Covid-19 virus in the workplace”, stipulated between the Government and the social partners, signed on 14 March 2020 at the invitation of the President of the Council of Ministers, and integrated on 24 April 2020;

ACKNOWLEDGING the provisions of the “Shared regulatory protocol for the containment of the spread of COVID-19 on construction sites”, stipulated between the Minister of Infrastructure and Transport and the Ministry of Labour and Social Policies, ANCI [National Association of Italian Municipalities], UPI [Union of Italian Provinces], ANAS S.p.A. [Italian National Autonomous Roads Corporation], RFI [Italian Railway Infrastructure manager], ANCE [Italian Association of Private Construction Contractors], Alliance of Cooperatives, FeNEAL [Italian National Federation of Workers in the Construction, Wood and Related Sectors], UIL [Italian Labour Union], FILCA - CISL [Italian Federation of Workers in the Construction and Related Sectors - Italian Confederation of Trade Unions], and FILLEA-CGIL [Union of Workers in the Constructions Sector - Italian General Confederation of Labour] on 24 April 2020;

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GIVEN that that the maximum protection of persons in their workplace is as important as a rapid reopening of the fundamental activities of the Country, this being a key element for their competitiveness, if not for their very survival, also with reference to the universities;

GIVEN that the defined guidelines and practices must combine the guarantee of the achievement of an effective control of the contagion risks, and the technical and economic practicability, in rapid times and at any stage of work activities connected to institutional roles;

GIVEN that the University activities in this phase must therefore be based on respect for individual and collective safety, ensuring maximum work flexibility, in order to be able to adapt to the constant evolution of the health situation, to different characteristics of various contexts of reference, and to autonomy of each university department;

GIVEN that the social distancing, established by national law provisions, inevitably entails the obligation for the University to limit the presence of persons within its facilities;

IT BEING CONSIDERED appropriate to establish a procedural, organisational and technological reference framework, aimed at minimising the probability of transmission of the infection among the persons who do not present any symptoms, so as to allow a controlled, yet prompt, re-entry to the workplace and re-establishment of social activities, in the manner set by the Government provisions of reference;

IT BEING CONSIDERED appropriate, therefore, in line with the procedures for the risk assessment and management, governed by Legislative Decree No. 81/08, as amended, to adopt general and specific measures corresponding to the risk of exposure to SARS-CoV-2 in the workplace, favouring primary prevention measures.

IT BEING CONSIDERED absolutely necessary to adopt specific organisational and behavioural methods in the workplace, which must take into account the possibility that contagion may spread among those who attend UNICAM facilities, since the common areas that they attend may determine excessive physical proximity, bearing in mind that the latter would favour the passage of the virus from a carrier, even if asymptomatic, to a healthy subject.

IT BEING CONSIDERED appropriate to provide the university community with adequate and contextualised information, adapted to each specific working environment, in order to allow all employees to understand, correctly and promptly, all the aspects of the risk, both by promoting the

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extensive communication, already carried out with reference to the past lockdown period, and by promoting the mutual awareness of the risk which, precisely because of its type, finds intrinsic prevention in social distancing, in behaviour, and in prevention measures, including the individual ones.

IT BEING CONSIDERED essential, with a view to an endorsed and integrated approach to the implementation of the identified procedures, to involve of all the roles of corporate prevention, such as a specialist physician, RSPP [Health and Safety Officer] and RLS [Employees' Health and Safety Representative], in assisting the employees in a timely monitoring of the cautious and responsible implementation of the aforementioned measures, bearing in mind that only a conscious and active participation of employees can have effective results with important positive consequences, even outside the work setting.

DECREES

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Art. 1 - General Provisions

- 1) All University activities will be carried out in accordance with the following provisions:
 - a) Access to the University facilities is authorised only for urgent and essential activities that require unavoidable physical presence, and public access is not allowed. Exceptions will be made in extraordinary situations of extreme necessity and urgency, authorised by the General Management, for which physical presence is unavoidable/urgent, provided however that the indicated appropriate measures of social distancing and individual protection are respected in a mandatory manner.
 - b) Physical attendance at University facilities and spaces, allowed exclusively for the performance of essential and research activities that require an unavoidable physical presence, must be limited only to the time necessary to carry them out;
 - c) Subject to provisions of the competent authorities as regards fiduciary isolation, physical attendance at University facilities is allowed only to subjects with a body temperature below 37°C, and who do not present any flu symptoms (cold, cough etc.). Access to the facilities is not allowed to those who have experienced the above symptoms in the past 15 days;
 - d) Inside the UNICAM facilities and, however, in all cases where it is not possible to continuously guarantee the maintenance of the safety distance, in order to limit the spread of the COVID-19 virus, it is mandatory to use respiratory protection;
 - e) Smart working is the predefined and standard model of work in the current state of emergency;
 - f) Rotation models are envisaged, as well as shifts in working hours and days and/or staggered entry and exit times, in such a way as to reduce the number of simultaneous presences;
 - g) Employees working reduced hours on site shall continue their working day, for the remaining hours, in the smart working mode. Until further notice, overtime or excess hours are not provided for by applying the smart working model.
 - h) It is confirmed that from 01 February 2020, the conventional working hours will apply for every employee working by any model of work permitted by law;
 - i) In the cases in which, due to the peculiarities of the activities carried out, it is necessary to use gloves and masks continuously, the working hours must be reduced, favouring more shifts even during the same day;

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- j) The times of attendance of University facilities, where permitted, must, in any case, take place in the time interval between 08:30 a.m. and 05:00 p.m.;
 - k) The use of elevators is reserved exclusively for disabled persons;
 - l) Except as provided below regarding the attendance of the teaching laboratories, all the activities related to teaching with physical presence are suspended, they must be carried out using the remote modalities, in accordance with the Government provisions in force, until further notice;
 - m) Gatherings of any type, form and in any place, even if only temporary, are prohibited;
 - n) Any form of public events that requires physical presence are prohibited;
 - o) Research trips are prohibited, except for justified and essential work needs and related to activities directly related to Covid19.
- 2) Openings to the public or direct provision of services to the public are guaranteed electronically. In cases where the service cannot be rendered in the mentioned manners, access to the aforementioned offices must be staggered and take place by appointment, provided that the public complies with the provisions of national regulations regarding the use of protective devices (gloves and masks) and social distancing.
 - 3) As regards library activities, propagation of remote use of library resources must be encouraged, as well as the continuously and constantly advertised open source resources, also by using innovative forms of communication. In strictly necessary cases (lack of a digital form of a book or bibliographic material requested), the books will be loaned only upon online booking and collection at the counter with a pre-filled card.
 - 4) In order to carry out all the activities, the use of the following methods of communication should be privileged wherever possible: e-mail, telephone, videoconference connections. The provisions indicated above also apply to any appointments with the Rector, the Pro-Rectors, the Director General, the School Directors, and other academic authorities, which must in any case be limited, as well as to the meetings of the Academic bodies (Academic Senate, Board of Directors, School Councils, etc.).
 - 5) Any meetings that require physical presence, which are considered absolutely indispensable and essential may only take place in large rooms, which, however, must be used in compliance with the maximum limit of 30% of their capacity, subject to authorisation by the General Management and provided that the aforementioned appropriate measures of social distancing and individual protection are mandatorily respected.

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- 6) The current provisions for the prevention of public health, adopted in compliance with the protection and safety of workers, establish that access to public buildings is allowed to subjects with a body temperature that does not exceed 37°C. To this end, anyone who accesses the University facilities must sign a specific self-declaration, which will be provided by the staff supervising the facility.
- 7) Subject to provisions of Paragraph 6, UNICAM shall evaluate the possibility, from an organisational point of view, to carry out a body temperature control measurement. In any case, the verification shall be carried out in full compliance with European and national legislation on the processing of personal data and exclusively by personnel qualified and trained to carry out this activity. The access points to the facilities shall be optimised and/or limited, according to the verification needs, as indicated above.
- 8) In order to guarantee social distancing, the University will evaluate the installation, where possible, of appropriate horizontal signalisation of correct distances to be kept, by affixing coloured stripes.
- 9) The psychological assistance service shall be enhanced, and shall be available not only to students but also to all Unicom staff members, in consideration of the potential consequences deriving from the epidemiological emergency.
- 10) Adopting a responsible behaviour is recommended to everyone, even outside of working hours and locations, including at home.

Art. 2 – Essential Services

- 1) Subject to the provisions of Art. 1, the following activities are considered essential, identified pursuant to Art. 87 of Decree-Law No. 18 of 17 March 2020, as “unavoidable and necessarily requiring physical presence at the workplace”:
 - a) Activities in support of the Rectorate and the General Management, including those that provide for the dissemination of information and communication;
 - b) Activities in support of Infrastructure, IT Services and Digital Administration Area
 - c) Activities in support of the Macro-sector “Teaching Activities, Internationalisation and Post-Graduate Activities”;
 - d) Activities of the Schools, necessary to guarantee remote teaching and all other activities referred to in the provisions and indications of the Rector;

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- e) Activities in support of the Construction Area, with reference to the reopening and management of construction sites;
 - f) Activities in support of the Prevention and Protection Service;
 - g) Safekeeping and janitor services, limited to facilities with authorised access;
 - h) Animal enclosure and care services;
 - i) Maintenance and use of complex instruments;
 - j) Activities at teaching, scientific and service facilities, as well as areas and offices, other than those indicated in the previous points, and limited to those considered essential in order to guarantee the normal functioning of the services, based on assessments periodically expressed by the Director General, upon specific request of the facility managers.
- 2) The service hours for the essential activities referred to in Paragraph 1 are: from Monday to Friday, from 8:30 a.m. to 02:00 p.m., unless otherwise indicated by the Head of the Area/Office /Department, in relation to activities in support of the research, teaching, and all activities related to the management of the ongoing emergency. The buildings open for the services, referred to in the previous list, are normally overseen by the custodial staff with limited access.

Art. 3 – Physical Presence in the Offices

- 1) For all the activities, the Director General, the Directors, and Head of each Office/Area/Department, shall ensure the continuity of the work activities, implementing, where possible, the smart working model, which is considered one of the measures envisaged for the protection of health of employees, and aimed at containing the risk of contagion.
- 2) On the basis of the existing spaces and on the basis of the defined social distancing, the General Management shall communicate to Heads of Offices/Areas/Departments, the minimum and maximum staffing of personnel dealing with the activities deemed essential pursuant to Art. 2.

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- 3) Heads of Offices/Areas/Departments, on the basis of what is communicated to them, shall prepare a monthly work schedule relating to the facility under their supervision, to be sent to the Director General, taking into account the objectives of the general management, deadlines and daily activities, identifying as a priority the following employees, belonging to the categories referred to in the Order issued by the Director General, No. 212 of 09 March 2020, who will continue to carry out their work in “full” smart working, that is, without interruption:
- a) Employees who have not yet completed the three years following the end of the maternity/paternity leave;
 - b) Employees with children with certified disabilities;
 - c) Employees in particular physiological situations (e.g. pregnancy);
 - d) Employees with particular risk situations, duly certified;
 - e) Employees with respiratory pathologies, cardiological pathologies and immunocompromised conditions, duly certified;
 - f) Employees who must provide care for their children, following the closure of nurseries and schools, up to primary school; if both parents are employees of the University, only one of the two is entitled to this right;
 - g) Employees with recognised serious disability handicap, pursuant to Law 104/92, Art. 3, Paragraph 3;
 - h) Employees with certified serious pathologies, or in possession of reports, pursuant to Law 104/92, Art. 3, Paragraph 1;
 - i) Employees assisting family members with serious disabilities, pursuant to Law 104/92, Art. 3, Paragraphs 1 and 3;
 - j) Presence of family members living in the same nucleus with serious pathology or certified immunodeficiency (with necessary submission of a medical certificate attesting to the particular state of health/immunodeficiency in need of protection in this circumstance).
- 4) Moreover, in the monthly plan, Heads of the Offices/Areas/Departments shall identify, after having agreed with the remaining staff members concerned, the necessary shifts, alternating smart working with physical-presence work. The latter will be regulated in relation to the available office space, according to the indications given by the General Management. In the presence of more than one person within the same office, it is mandatory to wear a protective mask.

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Art. 4 – Physical Presence in Research Laboratories

- 1) Teachers, researchers, PhD students and research fellows may access the research laboratories. For students of Master's Degree courses working on a specialist thesis, attendance will be possible only if it is absolutely essential for the conclusion of the degree thesis; students of three-year degree courses are not authorised to enter the laboratories under any circumstances.
- 2) Considering the specificity of each research laboratory, Head of each laboratory shall define, in agreement with the Director of the School of reference, the maximum number of persons who can simultaneously stay inside the laboratory, strictly applying the following technical indications of the University and the principles that put health protection through distancing first.
- 3) From a technical point of view, it is necessary to maintain a distance between the workstations of at least 3 meters and a work-free surface around each person of at least 4 sqm. For situations where the workstations are fixed (e.g. fume hoods, weighing rooms, etc.) that do not allow such distances, it is necessary to provide for the alternating occupation of workstations or shifts for the use of the equipment. Once defined on the basis of the previous indications, the maximum number of persons who can simultaneously access each laboratory shall be indicated on the door; Head of the laboratory and the person in charge of safety in the workplace shall be in charge of ensuring compliance.
- 4) In the presence of more than one person inside the laboratory, it is mandatory to wear a protective mask. At the entrance to the laboratory, it is also always mandatory to wear a pair of clean gloves that must be kept on for the entire time spent in the laboratory, and disposed of at the exit. All the ordinary safety standards reported in the "UNICAM guidelines for laboratory safety" are obviously reiterated, and must be observed with extreme accuracy.

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Art. 5 – General research support services

- 1) Subject to the provisions of Art. 1, the general research support services (material storages, solvent and product storages, waste discharge, use of small common equipment, etc.) shall be provided for in a manner that will be communicated by the individual Heads of those services, for periods more limited than normal (e.g. 2 or 3 days a week, or only during the morning shift), and upon reservation, in order to avoid gatherings of people and unnecessary contacts.

Art. 6 – Complex instrumentation and service laboratory management service

- 1) According to the instructions given by the General Management, pursuant to Art. 3, Paragraph 2, the Head of the Technical, Scientific and Large Equipment Area shall prepare a monthly work plan for the technical staff responsible for managing the equipment and/or employed in the service laboratories, since these are work activities that cannot be carried out remotely, and consequently, shall establish the operating weekdays for certain instruments (e.g. 2-3 days with physical presence, or only during the morning shift).
- 2) To guarantee the social distancing foreseen by the regulations, alternative methods are provided for sample delivery or collection of results (e.g. results sent by e-mail, sharing of data folders, workstations outside the laboratories for sample deposit, etc.).
- 3) Head of each laboratory shall establish a maximum number of persons (including the technician in charge) who can be present in the laboratory at the same time, in relation to the free surface of the laboratory, the need for movement typical of laboratory work, and the instruments present. The general criterion indicates a distance between the workstations of at least 2 meters and a work-free surface around each person of at least 4 sqm. For situations where the workstations are fixed (e.g. fume hoods, weighing rooms, etc.) that do not allow such distances, it is necessary to provide for the alternating occupation of workstations, or shifts for the use of the equipment. Once defined on the basis of the previous indications, the maximum number of persons who can simultaneously access each laboratory must be indicated on the entrance door of the same; the Head of the laboratory and the person in charge of safety in the workplace must guarantee compliance.
- 4) In the presence of more than one person inside the laboratory, it is mandatory to wear a protective mask. At the entrance to the laboratory, it is also always mandatory to wear a pair of clean gloves that must be kept on for the entire time spent in the laboratory, and disposed

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Art. 7 – Services in support of teaching laboratories

- 1) Subject to the provisions of Art. 1, the programming of the activities of the teaching laboratories shall be carried out by the teacher in charge of the course, in agreement with the Director of the School of reference.
- .2) In order to guarantee the safety of all the persons who enter the teaching laboratories, the number of students present shall be limited, and it will not in any case exceed $\frac{1}{4}$ of the workstations available, providing for the occupation of only one side of the counter and alternate workstations, thus allowing to leave room for safe handling, and a corridor to pass through for the technician or the teacher who provides assistance. A staggered entrance and exit must be provided for in to avoid gatherings in the corridors of the facilities.
- 3) Inside the laboratory, it is mandatory to wear a protective mask. At the entrance to the laboratory, it is also always mandatory to wear a pair of clean gloves that must be kept on for the entire time spent in the laboratory and disposed of at the exit.
- 4) Head of the Department of reference, Course Programme Director, and Degree Advisors shall have to agree and coordinate a re-modulation of the planned exercises, modifying them so as to make them compatible with the new organisation model, providing for, where possible, reduced and simplified experiences with, depending on the number of students, a reasonable number of shifts, and an optimal arrangement of the workstations.

Art. 8 – Construction technicians

- 1) Subject to the provisions of the “Shared regulatory protocol for the containment of the spread of COVID-19 on construction sites”, Appendix No. 7 of Decree of the President of the Council of Ministers of 26 April 2016, for construction technicians, the alternation principles indicated previously in Art. 3 for office staff, shall fully apply.
- 2) In the event that it proves necessary to carry out work at the facilities, the Heads of the same must ensure that, during the time intervals in which the company must operate, and which must be previously communicated by the Construction Area, there is no ongoing activity or members of the staff present.
- 3) Inside the construction sites, it is mandatory to wear a protective mask. At the entrance, it is also always mandatory to wear a pair of clean gloves that must be kept on for the entire time of stay on the premises, and disposed of at the exit.

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Art. 9 – General provisions for prevention and safety

- 1) Subject to the provisions of Art. 1, anyone who visits the University offices, studies, research laboratories and common areas, is required to adopt the following organisational and behavioural measures:

Upon arrival to work (or to an UNICAM facility)

a) Employees who present a body temperature above 37°C shall not go to the workplace, and shall inform the Human Resources Area and the specialist Physician. Those who have had symptoms in the past 15 days, shall stay at home for at least a week, even if the symptoms have disappeared.

b) All staff members are equipped are equipped with a FFP2 mask without filter (protocol by Prof. Amenta for sanitising and cleaning the premises as already provided for in Decree No. 66 of 2020, Art.6); the masks shall be distributed by the Logistics, Property and Safety Office, on the basis of the monthly attendance plans, sent to the General Management, and prepared by the Heads of the Offices/Areas/Departments, and the indications of the Heads of the teaching, research and service laboratories. The masks must be used according to the indications provided by the Ministry of Health and reported in the Annex to this provision.

c) Spot checks will be carried out to check for any abuse on the use of the masks supplied, which must be used exclusively for service reasons and cannot be transferred to third parties;

d) Custodial/library/cleaning staff members, external to UNICAM, are allowed to enter only with the PPE, which must be provided by the successful contractors; Couriers who deliver parcels to the University shall be permitted to enter, provided that they wear masks. Deliveries to the employees (e.g. Amazon) should be avoided during this period.

e) Everyone shall go directly to their workplace. It is mandatory to work at one's own workstation and not at others, it being understood that it is allowed to work at workstations where common equipment is kept;

During work activities

a) Those who have flu symptoms (cold, cough, etc.) or fever, must immediately put on the mask provided, and must immediately leave the workplace and contact their attending physician for a consultation. In addition, they must inform the Human Resources, Organisation and Development Area and the Logistics, Property and Prevention Office, which will promptly inform the Specialist Physician.

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- b) In all the situations in which, in order to carry out non-deferrable activities, it is not possible to guarantee compliance with the safety distances (at least 3 meters), the use of a mask is mandatory.
- c) Where the use of gloves is foreseen, the gloves must be replaced regularly; after removing them, hands must be sanitised with disinfectant gel and new gloves must be put on. Used gloves must be disposed of in unsorted waste containers for offices and laboratories. If there are special waste containers inside the laboratories, the PPE may be disposed of in these containers.
- d) The use of common equipment, if it becomes strictly necessary, shall be carried out with disinfection at the end of the use, by the user.
- e) It is strictly forbidden to consume food and/or beverages while staying in the laboratories or offices, subject to the purchase of beverages/snacks at the automatic vending machines, provided that all the safety rules prescribed in this provision are respected and that gatherings are avoided.
- f) Waste sorting of municipal solid waste shall be carried out applying the usual procedures.

At the end of the working activities

- a) Each operator shall leave his/her workstation uncluttered and in order, and, according to the practices of correct use of the laboratory, shall sanitise the work benches with a special disinfectant provided by the Administration;
- b) When leaving the laboratory or the office, the protective devices used shall be removed and disposed of in the appropriate containers. The sequence is described in the annex to this document;
- c) Special waste containers shall be sprayed with a 0.5% solution of hypochlorite before closing them.

Art. 10 – Cleaning of Premises and Hygiene

- 1) The University shall ensure daily cleaning and periodic sanitisation of the premises, environments, workstations and common areas. To this end, prior to returning to service, a total sanitisation procedure shall be performed in all facilities, which, if deemed appropriate, will be repeated in the coming months and, starting from 4 May 2020, a disinfection of all rest rooms shall be performed twice daily.

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2) The University shall guarantee the cleaning at the end of the shift, and the periodic sanitisation of keyboards, touch screens, mouse devices and buttons of vending machines for beverages and snacks, with suitable detergents, both in offices and in laboratories. Adequate cleaning of the work surfaces (handles, push-button panels, sinks, tables) with disinfectants (e.g. for decontamination, the use of 0.1% sodium hypochlorite after cleaning is recommended. For surfaces that can be damaged by sodium hypochlorite, use 70% ethanol after cleaning with a neutral detergent). The Department, through the persons in charge, must report to the Logistics and Property Office, which are the workplaces that are still being used and therefore must be subject to such cleaning, also indicating the time interval during which the employees are present so as to allow the cleaning company to operate in empty environments. The protocol of prof. Amenta for the sanitisation and cleaning of the premises shall be applied, as already established in Decree No. 66 of 2020, Art.6.

3) Workplaces must be provided with soap, so that employees may wash their hands often and thoroughly with soap and water for at least 60 seconds. Stations for the distribution of alcohol-based hand sanitiser (alcohol concentration of at least 60%) have been installed in all workplaces in order to allow workers to clean their hands if there is no possibility of using soap and water. It is recommended to avoid the use of roll cloth towels if they are malfunctioning. The Departments, through the relevant persons in charge, must report to the General Management through the Logistics, Property and Safety Office which are the workplaces that are still being used, so as to allow the distribution of sufficient quantities of disinfectant solutions and soap supplies in the rest rooms.

4) The use of gloves, outside the scope of the obligatory use as PPE for specific risks related to the job (e.g. animal enclosures, research laboratories, etc.), should be rationally limited to specific working situations (e.g. parcel collection and materials delivered by external suppliers). It is reiterated that correct and frequent hand hygiene eliminates the need for the use of gloves, which on the contrary require continuous replacement and, if worn for too long, may facilitate the transmission of the virus on exposed body parts (face) or other work surfaces.

5) In the case of the presence of a person affected by COVID-19 within the UNICAM facilities, the aforementioned are cleaned and sanitised, as well as ventilated, according to the provisions of Newsletter of the Ministry of Health No. 5443 of 22 February 2020.

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- 6) The cleanliness of the premises, the sterilisation, and the use of the same, must be guaranteed by a responsible awareness of the persons, for example by avoiding leaving around handkerchiefs, gloves, masks, etc., which is apparently improper behaviour.

Art. 11 – Information and Communication

- 1) All official communications from the University, related to the COVID-19 epidemiological emergency, shall be the exclusive responsibility of the Communication, Press and Marketing Department, and shall be conveyed by the Rector and/or the General Management, in the ways deemed most appropriate. No one else shall be authorised to disclose any news.
- 2) Each Area/Office/Department shall distribute to the staff on duty the rules of conduct specifically prepared by the University, published on the website and provided in the annex, inviting the employees to comply with them and to stay updated on any additions/changes, by visiting the University website daily.

Art. 12 – Libraries and Study Rooms

- 1) Subject to the provisions of Art. 1, as regards the library loan, access to libraries and study rooms is not allowed.
- 2) When, on the basis of new national provisions, and subject to express communication from the Rector and the General Management, access to the structures referred to in Paragraph 1 will be allowed, the maximum number of people who will be able to stay inside will be determined, evaluating compliance with the minimum distance of 2 meters, and in any case, the maximum number being less than 1/3 of the normal capacity. The number of seats available will be equal to the maximum number of persons who can access. Once defined on the basis of the previous indications, the maximum number of persons who can access libraries and study rooms at the same time, it will be indicated on the study room door; the person in charge of the workplace safety must ensure compliance. Inside the libraries and study rooms it shall be mandatory to wear a protective mask.

Art. 13 – Bars and Restaurants

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- 1) Without prejudice to the fact that the reopening of public premises (restaurants, bars, etc.), very sensitive areas for the spread of the virus, is subject to specific regulations that depend on national and regional provisions, the University recommends great caution when attending these environments, recommending to scrupulously follow all the indications provided by the reference legislation.
- 2) UNICAM guarantees, as regards bars and canteens on its premises, appropriate and frequent controls of compliance with the rules on social distancing, on the preparation of meals with suitable protections, on the hygiene to be observed inside and outside the premises and on the other regulations provided for the sector.

Art. 14 – Final Provisions

- 1) The provisions of this Decree shall apply from the date of 4 May 2020, with the exception of those considered preparatory (preparation of monthly work plans, sanitation of structures, etc.) which shall apply immediately.
- 2) The provisions of this Decree shall be subject to revision and modifications, as soon as the indications of the scientific and institutional world change, as well as following the issuing of a new provision for implementation of new national directives dictated by the evolution of the epidemiological situation that are contrary to the provisions of this Decree.
- 3) The University inspection service shall identify the methods for carrying out appropriate controls, starting from the date of reopening of the services, regarding the compliance with the measures provided for in this act, proposing the consequent actions pursuant to the rules.
- 4) This provision supplements the Risk Assessment Document (DVR), designed to prevent the risk of infection with SARS-CoV-2 in the workplace, also contributing to the prevention of the spread of the epidemic.
- 5) The measures taken into consideration in this provision have been developed in accordance with the indications currently available from international and national bodies (WHO, CDC, ECDC, ISS), and in compliance with the regulations issued and updated to date, in response to the health emergency.
- 6) From the entry into force of this provision, all the provisions previously adopted regarding the management of the COVID-19 emergency and in contrast with this Decree shall expressly be revoked.

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- 7) Unless the act constitutes a crime, any ascertained violation of the provisions of this Decree shall constitute a disciplinary offense, and may be considered constitute grounds for the imposition of disciplinary sanctions by the competent bodies.
- 8) Constant monitoring is carried out regarding the compliance with the provisions of this Decree, also in order to integrate and/or modify the provisions in relation to new events or other Government indications.
- 9) This provision is made available on the University website.

Camerino

THE RECTOR

Prof. Claudio Pettinari

[digital signature:

PETTINARI CLAUDIO

28/04/2020

01:02:03 A.M. UTC]

THE DIRECTOR GENERAL

Mr. Vincenzo Tedesco

[digital signature: VINCENZO TEDESCO Date: 28/04/2020 at 03:44:43 p.m.

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