



To the University's Structures

Update of the Operative guidelines for 'Phase 2', from 3 June 2020

This document updates the operational guidelines for 'Phase 2' at the University of Verona; the indications provided implement the provisions contained in the Prime Ministerial Decree (DPCM) of 17 May 2020. The provisions contained in this document will be valid until further notice; the provisions contained in previous communications remain valid, unless otherwise indicated.

Specifically:

Scholarship and Research grant holders, PhD students

Scholarship and Research grant holders, PhD students and staff in any capacity included in the research activities may attend university facilities subject to the written authorisation of the lecturer responsible for the research, who must ensure compliance with the social distancing measures and the adoption of preventive measures, also in relation to the presence of technical-administrative staff and teaching staff. Activities for dissertation/thesis work may also be carried out in person, following the same rules, if access to the University's facilities is essential, subject to the authorisation of the Supervisor. Any authorisation will have to be notified by the lecturer/supervisor to the Department Directors, or Heads of the Research Centres,.

Internships

Curricular internships can be carried out remotely, in person, and in mixed mode (online + in person), without specific requirements of working hours to be carried out on-site and remotely, compatibly with the availability of the receiving organisation. This must ensure that spaces on its premises and workplaces are organised in such a way as to minimise the risk of gatherings, and that all organisational preventive and protection measures are taken and adjusted to each specific activity to be carried out, paying particular attention to the needs of people with disabilities. In the case of internships at the University of Verona, granting access authorisations and ensuring compliance with social distancing and preventive measures will be the responsibility of the lecturer responsible for the internship, in the same way as for scholarship and research grant holders, and PhD students.

It is still valid that, if none of the above methods is feasible, alternative activities shall be allowed, subject to an agreement with the responsible lecturer/tutor, according to what may be provided by the relevant Teaching Committee.

Health-related internships can also be carried out remotely: however, interns may be allowed to carry out their internship in person subject to decision taken by the Director of the relevant Degree programme. In the latter case, students will have to express their consent, since they can decide whether to postpone their internship or not.

Please note that for extra-curricular internships the provisions included on the web page 'Coronavirus - Info for Students' remain valid.

Doctors in specialist training and postgraduate courses

In view of the fact that Doctors in specialist training are not students but professionals with a training-work contract, it is left to each Postgraduate Specialisation School to choose whether to carry out lectures and exams at a distance or in person, always in compliance with the physical distancing measures and the adoption of preventive measures.

In the case of lectures or written exams administered on-site, the number of people permitted to attend must not exceed one third of the stated capacity of the classroom, ensuring that students keep at least 1 metre apart from each other, and making sure the classroom is cleaned and aired at the end of the exams; oral exams on site, however, must be administered one person at a time and by appointment only, ensuring that the classroom is aired at the end of each exam, and that no gatherings take place near the exam classroom. These provisions also apply to those attending postgraduate courses, whose practical activities must be conducted in compliance with the provisions applicable to internships.

Concerning Doctors in specialist training working in facilities that are external to the University Hospital of Verona (Azienda Ospedaliera Universitaria Integrata di Verona), also outside the Veneto Region, their activities shall be authorised by the Teaching Committee of each Specialisation School, without prejudice to any travel restrictions established by Regions or single Regions.

Teaching activities and exams

The Task Force hereby confirms that, as indicated in the national guidelines, teaching activities, including exams, will be carried out online until further notice, with the sole exception of in-person interviews and exams for students with disabilities. Such interviews or exams must be administered and taken by appointment only, and ensuring students bring and wear their own surgical mask. In such a case, the lecturer who administers the exam or conducts the interview will need to ensure that the physical distancing measures are complied with and that the preventive health measures are adopted.

Graduation exams

As indicated in the national guidelines and in line with the previous communications, the Summer graduation session will be entirely held online, with the exception of Master's degree graduations (including Single cycle/Combined+Bachelor's degree programmes) that can be held in person if so approved by the relevant Teaching Committee. In the latter case, graduation exams and ceremonies must be held in a way such as to ensure physical distancing measures and the relevant national and regional provisions are complied with.

Graduation exams and ceremonies will have to take place at the university facilities in which physical distancing can always be maintained, not only inside the classroom but, above all, in the internal and external waiting areas. Students will be awarded their degree one at a time, upon completion of their presentation and exam. Each student will be informed of the start and end time of their graduation, in order to avoid any gatherings. Each student may be accompanied by a maximum of 10 people, all equipped with their own mask; each student must use a hand sanitising gel (special dispensers are available on the university premises) and keep at least 2 metres apart from anyone present.

The student and their accompanying people must arrive at the graduation location no earlier than 10 minutes before the time scheduled for the dissertation presentation, and wait in the dedicated areas until they are called in; immediately after the ceremony, they must leave the university premises, whether internal or external, as quickly as possible. Please note that even outside the University the graduate and their accompanying people should always behave appropriately; improper behaviour will result in on-site graduation ceremonies no longer being allowed.

The University of Verona intends to hold, as soon as possible, a city event to celebrate all the graduates who obtained their degree during the Covid-19 emergency.

Student work scheme (150-hours)

The Task Force considers that students taking part in a student work scheme (150-hours) can resume their activities in agreement with the relevant host structure, which must ensure that physical distancing measures are complied with, and that preventive measures, also in relation to

technical-administrative and teaching staff, have been adopted. Similarly to what was established for technical-administrative staff and trainees, 150-hours students can work remotely, in person, or in mixed mode, depending on their agreement with the host structure.

External staff

Access to university facilities by suppliers, maintainers or other personnel who must enter the University to carry out monitoring or similar activities, must be authorised by the Director responsible for the contract in question and/or by the Head of the structure. External personnel must bring wear their own surgical masks. The Head of the relevant structure must communicate the protection measures adopted by the University and ensure that hygiene and physical distancing measures are complied with, also adopting the appropriate organisational and procedural measures necessary to minimise the risk of gatherings.

Business travel

Business travel for teaching staff and technical-administrative staff is still suspended, in accordance with the current legislation which establishes that, until the end of the Covid-19 emergency, or until a date established by decree of the President of the Italian Council of Ministers on the proposal of the Italian Minister for Public Administration, the smart work (*Working from home*) scheme is the ordinary way of performing work in public administrations, with the exception of activities that are considered essential and which necessarily require staff to be physically on site.

In-person meetings

Similarly to what was set out for business travel, meetings should, for the time being, continue to be held, as far as possible, remotely, always in compliance with the regulations on smart work. In the event that it is absolutely necessary to hold a meeting on site, or in mixed mode, Legislative Decree no. 33 of 16/05/2020 establishes that meetings must be held always ensuring that the physical distance of at least one metre is maintained. Pursuant to Prime Ministerial Decree (DPCM) of 17 May 2020, from 15 June 2020 it will be possible to hold meetings of all university bodies on site or in mixed mode.

Seminars

Seminars continue to be suspended, in accordance with the current legislation.

Updates on technical preventive measures

- Sanitisation of filters of fan convectors: the Technical Department (Direzione Tecnica e Logistica) is carrying out the sanitisation of filters of fan convectors in all the University's structures, including Libraries and the AOUI - University Hospital of Verona internal premises that are for staff only.
- Air handling systems: in accordance with the recommendations of the Italian National Institute of Health (Istituto Superiore di Sanità), the air recirculation in all the University's air handling systems was suspended.
- Hand sanitiser dispensers: 160 hand sanitiser dispensers were installed in all corridors of the University's structures, including the AOUI - University Hospital of Verona internal premises that are for staff only.
- Thermometers for remote temperature measurement: as set out in the communication of 30 April 2020, all receptions were equipped with thermometers that allow remote temperature measurement, on request only.
- Cleaning of classrooms and libraries: in view of the start of the exam and graduation sessions, which can include people physically attending, and the opening of the consultation rooms of the

libraries, it is established that the classrooms and consultation rooms are cleaned according to the cleaning guidelines adopted since the beginning of the health emergency, in accordance with the provisions for sanitation set out in the Circular of the Ministry of Health no. 5443 of 22/02/2020. In particular, it is recommended that rooms, computer workstations (keyboards, touch screens, mouse) and photocopiers be cleaned at the end of the day using sodium hypochlorite disinfectants.

Updates on organisational measures

With reference to the current epidemiological evolution, the regional and national regulatory framework, and the knowledge acquired in the technical/scientific field, we now consider it appropriate to reduce the mandatory physical distance between people within the university facilities from 2 metres (as set out in the implementation plan of 30 April 2020) to 1 metre. Therefore, with regard to social distancing measures established by the 'Operational guidelines' of 30 April 2020, '2 metres' should now be read as '1 metre'.

The University's Covid-19 Task Force