



UNIVERSITÀ
DEGLI STUDI
DI BRESCIA

**Shared protocol for the regulation of measures to
prevent and contain the spread of the COVID-19 virus
in the working environments of the University of Brescia**

13 May 2020

Today, on 13 May 2020, the "*Shared protocol for the regulation of measures to prevent and contain the spread of the COVID-19 virus in the working environments of the University of Brescia*" was signed.

The Protocol, taking into account the measures adopted on the matter by the Government, the Lombardy Region as well as what has been issued by the Ministry of Health, was drawn up in accordance with the indications provided by the Minister of University and Research on 14 April 2020 with the document '*Post-lockdown and the new Phases 2 and 3*', with the Protocol signed on 3 April 2020 between the Minister for Public Administration and the trade unions CGIL, CISL and UIL, with the contents of the INAIL (National Institute for Insurance against Accidents at Work) Technical Document of 22 April 2020 and, as far as compatible, with the provisions of the Protocol stipulated on 24 April 2020 between employers and trade unions in implementation of the decree of the President of the Council of Ministers of 11 March 2020.

The Protocol also takes account of circular no. 5443 of 22 February 2020 of the Ministry of Health, as it is applicable to universities, as well as the contents of the Protocol stipulated between the Brescia Industrial Association (AIB) and the trade union organisations CGIL, CISL and UIL of the Province of Brescia.

The priority objective of the Parties is to combine the continuation of institutional activities with the guarantee of healthy and safe working environments and working methods.

The Protocol, therefore, contains specific measures, shared between the Parties, to allow the regular continuation of institutional activities while ensuring the prevention and containment of the spread of the COVID-19 virus in the workplace by ensuring adequate levels of protection for workers.

Failure to implement the measures contained in the Protocol that does not ensure adequate levels of protection shall result in the suspension of the relevant activity until safe conditions are restored.

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SHARED REGULATORY PROTOCOL TO CONTAIN THE SPREAD OF COVID-19

Preamble

The specific objective of this Protocol is to provide operational guidance aimed at ensuring and increasing the effectiveness of precautionary containment measures taken to combat the COVID-19 epidemic in the workplace.

COVID-19 represents a generic biological risk for which it is necessary to adopt precautionary measures and implement the instructions of the legislator and the indications of the Health Authority.

According to the document issued by INAIL, the risk of infection at work can be classified according to three variables:

- exposure: the probability of coming into contact with sources of infection while carrying out specific work activities;
- proximity: the intrinsic characteristics of the work which do not allow sufficient social distancing for part of or for almost all the working time;
- aggregation: the type of work that requires contact with other individuals besides university workers.

The table in the INAIL Document, which illustrates the risk classes for some of the main labour sectors, indicates a medium-low risk grade for Education - ATECO Code P and a low risk grade for Scientific Research - ATECO Code M.

The University can substantially mitigate the risk by adopting an appropriate prevention strategy, also in response to specific circumstances. On the basis of this risk matrix approach, defined by INAIL, a number of measures can be taken to prevent/mitigate the risk of infection for workers. The management of the first emergency phase has made it possible to acquire prevention experiences that can be developed further in the second phase.

Taking into account the provisions issued by the Government and the Lombardy Region for the containment of COVID-19 which provide for the observance, until 17 May 2020, of the following restrictive measures for universities:

- only "face-to-face" teaching activities should be suspended, favouring carrying out the same activities "at a distance" without jeopardising the regular continuation and completion of university courses by the students;
- remote work should be considered the "ordinary working method" for managerial and technical-administrative staff and only those activities and services that cannot be postponed and need to be carried out in person should be offered "on site";
- taking outstanding holiday days and other institutions provided for by collective bargaining and the law for employees providing non-teleworkable services should be encouraged;
- personal protection equipment should be adopted where the interpersonal distance of one meter cannot be respected as the main containment measure;
- sanitisation operations in the workplace should be encouraged;
- movement between the university buildings should be limited as much as possible and access to common areas should be limited.

Taking into account that the University of Brescia has adopted a series of resolutions of the Academic Senate since 22 February 2020, as well as measures of the Chancellor and the General Director, which can be consulted on the University website at this [link](https://www.unibs.it/coronavirus) <https://www.unibs.it/coronavirus>, aimed at adopting appropriate measures to ensure the regular continuation of institutional activities and the implementation of a series of initiatives to protect the health of its workers and contain the spread of the epidemic;

considering that the managerial and technical-administrative staff has been assigned to remote working, understood as the "ordinary method" of work, as from 11 March 2020, with the exception of staff with non-teleworkable services and staff dedicated to services that cannot be postponed and that need to be provided "face-to-face".

deeming it necessary to adopt a shared Protocol to provide operational guidance for Phase 2 (4 May - 31 August) and Phase 3 (1 September - 31 December 2020), aimed at ensuring and increasing the effectiveness of the precautionary containment measures adopted to combat the COVID-19 epidemic in the workplace.;

the following is agreed

1. INFORMATION

The University shall inform all workers and anyone wishing to enter the University about the provisions adopted by the competent Authorities and the University through the following methods:

- a. section dedicated to the COVID-19 emergency on the University's website which can be consulted at the [link https://www.unibs.it/coronavirus](https://www.unibs.it/coronavirus) where the provisions issued by the Government, the Lombardy Region and the main reference institutional sources (Ministry of Health, Italian Institute of Health, National Institute for Insurance against Accidents at Work, World Health Organization and European Centre for Disease Prevention and Control) as well as the internal measures of the Chancellor and the General Director are listed;
- b. e-mail, for staff and students;
- c. special posters posted at the main entrances, common areas and in the most visible places of the university premises as well as information leaflets.

In particular, the information, in accordance with the relevant legislation in force, concerns:

- a. the obligation to stay at home if you have a fever (≥ 37.5 °C) or other flu symptoms and to call your family doctor and the Health Authority;
- b. the awareness and acceptance of the fact that you cannot enter or remain on the University's premises and that you must promptly declare this when, even after entering, the conditions (flu symptoms, temperature, coming from risk areas or contact with people who have tested positive for the virus in the previous 14 days, etc.) exist under which the Authority's measures require you to inform your family doctor and the Health Authority and stay at home;
- c. the commitment to promptly and responsibly inform your employer of the presence of any influenza symptoms during the performance of your work, taking care to stay at an adequate distance from other people;
- d. the commitment to respect all the provisions of the Authorities and the Employer when entering the University.

In particular, each person present in the University buildings must adopt the following hygiene and preventive measures:

1. wash your hands often: alcoholic hand sanitiser solutions are available in the entrances and common areas;
2. avoid close contact with people suffering from acute respiratory infections;
3. avoid hugs and handshakes;
4. stay at least one meter away from other people when socialising;
5. practice respiratory hygiene (sneezing and/or coughing into a tissue, avoiding touching the secretions with your hands);
6. avoid sharing bottles and glasses, in particular during sports activities;
7. do not touch your eyes, nose and mouth with your hands;
8. cover your mouth and nose if you sneeze or cough;
9. do not take antiviral drugs and antibiotics, unless they are prescribed by your doctor;
10. clean surfaces with chlorine or alcohol-based disinfectants;
11. it is strongly recommended, in all social contact, to use respiratory protection as an additional measure to other individual health and hygiene protection measures.

The Administration provides adequate and specific information, by e-mail, on the basis of tasks and work contexts, with particular reference to the set of measures adopted with which staff must comply, in particular on the correct use of PPE, to help prevent any possible spread of infection.

2. METHODS FOR STAFF ENTRY TO AND EXIT FROM THE UNIVERSITY (INCLUDING UNSTRUCTURED)

Access and entrance

Staggered entry/exit times are encouraged, so as to avoid any contact in common areas as much as possible, providing for

appropriate measures for the blind, with integrated action, where possible, with the public transport companies. For this reason it is also desirable to take coordinated action with other local authorities, with the technical support of the University Mobility Manager, to regulate the use of public transport and encourage alternative and sustainable forms of transport.

Staff using public transport shall observe the indications set out in Annex 9 of the Prime Ministerial Decree of 26 April 2020 as well as the *INAIL Technical Document on the hypothesis of remodulation of containment measures in relation to land-based collective public transport, with a view to the resumption of commuting, in the context of the SARS-CoV-2 emergency'* https://www.inail.it/cs/internet/docs/alg-pubbl-documento-tecnico-trasporto-pubblico-covid-2_6443146338089.pdf

- do not use public transport if you have symptoms of acute respiratory infections (fever, cough, cold);
- where possible, purchase tickets electronically, online or through the app;
- follow the signs and routes indicated in the stations or at the stops, always keeping a distance of at least one meter from other people;
- use the access doors to the vehicles indicated for ascent and descent, always respecting the interpersonal safety distance of one meter;
- only sit in permitted places while maintaining distance from other passengers;
- avoid approaching or asking the driver for information;
- during the trip, frequently sanitise your hands and avoid touching your face;
- you must wear a face mask, including cloth masks, to protect the nose and mouth.

Disinfectants

The presence of disinfectants with dispenser shall be guaranteed, indicated by clearly visible signs, at the entrance of the buildings and in the common areas.

Desk for PPE distribution

At the entrance of the buildings there shall be a desk for the distribution of surgical masks and gloves. FFP2 masks are required: for Reception staff, for staff assigned to receiving mail, for staff dedicated to measuring body temperature and in any case in relation to the activity and risk involved, in particular for those who have contact with external users.

Body temperature measurement

At the entrance, the body temperature is also measured with a Thermoscanner, in compliance with the instructions below¹, by dedicated personnel equipped with PPE (FFP2 filtering surgical mask and/or face mask - visor / goggles - long-sleeved waterproof gown - nitrile gloves) properly trained by the competent bodies and on a voluntary basis.

The entrances where the body temperature will be measured are those communicated from time to time with a note from the General Director.

In the event of detecting a temperature above or equal to 37.5 °C, the person in charge of measuring the temperature, in compliance with privacy regulations, must prevent the worker from entering and ask him or her to return to his or her home, put on a mask and contact his or her doctor as soon as possible to follow his or her instructions. These people must not go to accident and emergency and/or the doctor's office.

¹The real-time detection of body temperature constitutes processing of personal data and, therefore, must take place in accordance with the current privacy regulations. To this end it is recommended to: 1) measure the temperature and not record the data acquired. It is possible to identify the person concerned and record the exceeding of the temperature threshold only if it is necessary to document the reasons that prevented access to the premises; 2) provide information on the processing of personal data. Remember that the privacy information can omit the information of which the interested party is already in possession and can also be provided verbally. With regard to the contents of the privacy information, with reference to the purpose of the processing, the prevention of infection by COVID-19 may be indicated and with reference to the legal basis, the implementation of the anti-infection safety protocols pursuant to art. 1, no. 7, letter d) of the Prime Ministerial Decree of 11 March 2020 may be indicated and with reference to the duration of any data storage, reference may be made to the end of the state of emergency; 3) define the appropriate security and organisational measures to protect the data. In particular, from an organisational point of view, it is necessary to identify the persons in charge of processing and provide them with the necessary instructions. To this end, please note that the data may be processed exclusively for purposes of prevention from infection by COVID-19 and must not be disclosed or communicated to third parties outside the specific regulatory provisions (e.g. in case of request by the Health Authority for the reconstruction of the chain of possible "close contact with a worker who tested positive for COVID-19"); 4) in case of temporary isolation due to the exceeding of the temperature threshold, ensure procedures to ensure the confidentiality and dignity of the worker. These guarantees must also be ensured in the event that the worker informs the office responsible for personnel that he or she has had, outside the university context, contact with people who have tested positive for COVID-19 and in the event of removing a worker experiencing fever and symptoms of respiratory infection and his or her colleagues from work (see below).

The employer shall inform in advance the staff and those who intend to enter the University of the prevention of access to those who in the last 14 days have had contact with individuals who have tested positive for COVID-19, in accordance with the following².

3. ACCESS METHODS FOR SUPPLIERS AND OUTSIDERS

Suppliers and outsiders

In order to reduce opportunities for contact with staff, the following procedures, methods, routes and times of entry, transit and exit are identified for the access of suppliers and outsiders.

If possible, drivers must remain inside their vehicles, agreeing on the arrival time with Reception.

Access to internal offices is not permitted for any reason. If you are contacted by telephone or e-mail by Reception staff to let you know there is a delivery for you, you can collect it after washing your hands both before and after each exchange and keeping the interpersonal distance.

In case of entry to the university building, suppliers and outsiders must already be provided with a mask and gloves by the company to which they belong; at the entrance, the temperature is measured by dedicated personnel (access is denied to persons with a temperature higher than or equal to 37.5 °C). On entry they are required to use dedicated disinfectants, as the use of those provided for employees is prohibited.

There are two separate dedicated areas (either with a physical barrier outside Reception, or with delivery to two dedicated desks about two meters away from Reception) for receiving mail and parcels: one for staff coming from other buildings of the University and one for outsiders; incoming persons, must follow the strict distance of at least one and a half meters, respecting the spacer lines present in the floor in case of a queue.

The university worker picks up the mail or goods from the reception area; during handling and general sorting, he/she must always wear a mask and disposable gloves.

The places where the transit of suppliers/transporters and surfaces is foreseen shall be adequately sanitised throughout the day. Reception staff shall be provided with disinfectant for surfaces and hands so they can safely remain in the aforementioned spaces.

Internal transport services shall always be carried out with respect for the safety of workers, on every journey.

Companies, consultants and collaborators

External activities that are not strictly necessary shall be suspended; in particular, intervention by external companies shall be limited, with the exception of essential services, such as those provided by cleaning and sanitation companies or urgent and unavoidable maintenance. These restrictions may be lifted further in the light of the state of development of the epidemic.

If outsiders (e.g. cleaning companies, urgent maintenance work) need to enter the premises, they shall be subject to the rules adopted, including those for access to the premises referred to in paragraph 2 above.

The rules of this Protocol extend to contract companies that may organise temporary construction sites within the University's buildings.

The University is required to provide contractors with complete information on the contents of the Protocol and must ensure that its employees, or those of third-party companies that operate in any capacity within the University's perimeter, fully comply with its provisions. The DUVRI (single document on the assessment of risk from interference) shall be updated accordingly and consistently.

In the case of workers employed by third party companies operating at the University's premises (e.g. maintenance workers, suppliers, cleaning or security staff, etc.) who test positive for COVID-19, the contractor must immediately inform the University and both must cooperate with the Health Authority in providing useful information to identify any close contacts.

For those who provide intellectual services on a professional or service basis (e.g. consultancy assignments) or for contracts (e.g. self-employed workers, work administration, collaborators in various capacities, project work, school-work alternation, internships) or any other type of collaboration, the Administration must schedule the visit by appointment and check in advance that these individuals are equipped with adequate PPE, depending on the type of activity to be carried out, and inform them about all the procedures provided for within the University, promptly sending this Protocol by e-mail.

Toilets for outsiders

² If you request the issuance of a declaration certifying the absence of contact, in the last 14 days, with subjects who have tested positive to COVID-19, please pay attention to the rules on the processing of personal data, as the acquisition of the declaration constitutes data processing. To this end, the indications referred to in footnote 1 above shall apply and, specifically, it is suggested that only the necessary, adequate and relevant data for the prevention of COVID-19 infection should be collected. For example, if you request a declaration on contact with people who have tested positive for COVID-19, you should refrain from requesting additional information about the person who tested positive. Or, if a declaration is requested on the origin from areas at epidemiological risk, it is necessary to refrain from requesting additional information regarding the specificities of the places.

In each university building, the toilets for the exclusive use of outside personnel, possibly identified near reception, are identified and marked with special signs; where this is not possible, indications on the location of the toilets reserved for outside personnel, which may also be in another university building, must be available at reception. The use of these toilets by internal staff is prohibited.

4. CLEANING AND SANITISING IN THE UNIVERSITY

Cleaning and sanitising

The Administration has stipulated a special Protocol with the Company that holds the cleaning contract for the specific measures to be taken during the COVID- 19 emergency period (Annex 1).

Before the ordinary reopening of the buildings on 4 May 2020, in addition to the normal cleaning activities, an extraordinary sanitation of the rooms, workstations and common areas shall be carried out.

The Administration ensures the daily cleaning and sanitising of premises, environments, workstations and common areas in compliance with the Protocol. Careful cleaning and sanitising is guaranteed for handles, handrails, elevator button panels and food and beverage vending machines, telephones, keyboards, mice, screens, desks and service vehicles.

End-of-day cleaning and daily sanitising of keyboards, touch screens and mice with suitable detergents is guaranteed, both in offices, laboratories and other rooms.

After each use, each person office manager will ensure that the parts of equipment and instruments that have come into contact with the hands of operators of fixed but "mixed-use" workstations are cleaned. In any case, specific detergents/disinfectants shall be provided or made available for the cleaning of individual instruments.

The Administration, in compliance with the indications of the Ministry of Health, may, if it deems it necessary, organise specific extraordinary cleaning interventions.

For example, in the case of the presence of a person with COVID-19 inside the university premises, extraordinary cleaning and sanitising of the aforementioned premises shall be carried out, in accordance with the provisions of Circular no. 5443 of 22 February 2020 of the Ministry of Health. The premises concerned shall also be ventilated and closed for at least 24 hours.

Details on the periodicity of the interventions can be found in the Specifications at the following link: <https://www.unibs.it/node/14794>

Air exchange

The Italian Health Institute and the World Health Organization recommend that as much outside air as possible be introduced into closed rooms.

It is therefore necessary to ensure air exchange by opening the windows at hourly intervals and for a sufficient time to ensure exchange of the air volume.

The contract provides for periodic maintenance and disinfection programmes for air conditioning systems (twice a year in addition to extraordinary maintenance). Recirculation of ambient air is limited as much as possible and air renewal is encouraged; air recirculation in controlled mechanical ventilation systems should be closed and ventilation systems should be kept switched on and in good working order.

Waste

In the case of the presence of a person with COVID-19 inside the university premises or in the case of a suspected infection, the waste produced by the cleaning and sanitising operations as well as the PPE used by the staff of the company that has been contracted to clean the premises in order to manage the specific case must be disposed of by the company itself as hazardous waste with risk of infection, regulated by the Presidential Decree 254/2003.

The PPE used by the university personnel assigned to the First Aid teams who have intervened to manage a specific case (a worker's illness) are treated and disposed of as hazardous waste with risk of infection. This PPE will be placed in a plastic bag with the gloves (last garment to be removed) after use together with the employee's disposable suit. This plastic bag will then be placed in special containers, bearing the words "hazardous medical waste with risk of infection" and the biohazard symbol.

Surgical masks and gloves used by workers in the working environment will be handled as waste assimilated to municipal waste and placed in mixed collection containers.

5. PERSONAL HYGIENE PRECAUTIONS

It is mandatory that all persons present on the University's premises take all the precautions provided for in paragraph 1, and, in particular, hand hygiene precautions.

Frequent and thorough hand washing with soap and water is recommended. The University also provides suitable hand cleansers/disinfectants with dispensers at the entrances and in common areas, accessible to all workers and located in easily identifiable places, thanks also to special signs.

6. PERSONAL PROTECTIVE EQUIPMENT

The adoption of the hygiene measures and personal protective equipment indicated in this Protocol is essential. An ongoing programme is in place to verify the supply of the necessary hygiene and sanitary materials.

Masks must be used in accordance with World Health Organization guidelines. The Administration shall issue instructions to staff on how to properly wear masks and any other PPE (as per Annex 2).

'Surgical masks' will be distributed to staff. FFP2 type PPE will only be used in some specific higher risk situations (e.g. personnel receiving suppliers and mail and body temperature measurement personnel).

If the work requires working at an interpersonal distance of less than one and a half metres and other solutions are not possible, it is necessary to use other specific protective devices in addition to the use of masks, in accordance with the individual paragraphs of this protocol.

7. COMMON AREAS MANAGEMENT AND USE OF VEHICLES

Common areas

Access to the common areas shall only be permitted if there is continuous ventilation of the rooms, a limit on the time spent inside them and the maintenance of a safety distance of one and a half metres between the people occupying them.

Waiting lines are placed on the ground to avoid gatherings at the stamping machines when people are exiting and other control areas that could lead to queues.

Appropriate measures shall be provided for blind staff.

All doors that can be left open, in compliance with safety regulations, shall be locked in the open position to avoid the need for contact with handles and shared surfaces by employees.

Periodic sanitisation and daily cleaning of surfaces, keyboards of any devices and any other equipment for non-exclusive use shall be guaranteed with special detergents/disinfectants.

Shared printers

When using printers, please minimize contact with the interfaces, for example by starting the printing process from a PC and avoiding the use of USB sticks, and use an authentication badge so that you do not have to touch the screen.

When you have finished using the printer it is advisable to sanitise your hands. At each printer there are automatic hand sanitiser gel dispensers for this purpose.

Changing rooms

The spaces shall be reorganised and any changing rooms present in the laboratories shall be sanitised in order to leave safe places for the workers to store their work clothes and to provide them with suitable hygienic and sanitary conditions.

Motor vehicles and forklifts

For vehicles and means of transport for the exclusive use of an individual worker, users shall sanitise and disinfect the vehicle at the beginning and end of daily use.

For motor vehicles, means of transport and forklift trucks not for exclusive use, disposable gloves and masks are required when the activity is not carried out alone; for motor vehicles, the second worker must be seated in the back seat.

Suitable products (wipes, spray packs, etc.) must be available for cleaning with common detergents and disinfecting with vehicle-specific products after use, paying particular attention to the steering wheel, handles, gear stick, fabrics (seats) and anything else that may be touched while driving.

Periodically, depending on the use of the vehicle, the passenger compartment of the vehicle, including the seats, shall be sanitised by an outside company (specific car washes for sanitising), to be arranged by whoever manages the vehicle.

8. WORK ORGANISATION (SPACE REORGANISATION, REMOTE WORK, SHIFTS AND TRAVEL)

Distance between workstations and space reorganisation

The Administration has already checked the distance of at least 1.8 metres between the workstations in the offices, with the support of a dedicated IT and technical services officer, and has moved equipment to ensure the correct functioning of the workstations, including the IT functions, in agreement with the Head of the Organisational Unit and having consulted, as far as their respective competences are concerned, the Prevention and Protection Service Manager and the university medical officer.

Working method

The 'ordinary working method', while the COVID-19 emergency continues and in relation to the evolution of the number of infections in the province of Brescia, is remote working.

The 'on site' work of employees dedicated to 'face-to-face services that cannot be postponed', as well as other face-to-face activities that will gradually be restarted according to a schedule defined by the General Director, will be guaranteed by means of a shift plan in agreement with the top management.

Employees with 'non teleworkable' services can work on site in compliance with all the precautions provided for in the Protocol or carry out the service according to a shift pattern using the dedicated contractual arrangements for the remaining days of the week of absence from the service, those provided for by the state regulations in force on the subject or carrying out specific training courses organised by the Administration according to individual training needs.

Public reception activities

Public reception activities or direct provision of services to users on site are forbidden until new provisions are issued, except for in exceptional cases expressly permitted by Provision of the General Director, at the request of the top management. The aforementioned reception activities shall be provided electronically (e.g. telephone appointment, virtual helpdesks on digital platforms and e-mail). In such cases, authorised with a Provision issued by the General Director, individuals shall attend by appointment and shall respect the precautions envisaged in paragraphs 2 and 3 of this Protocol, as far as compatible, and in particular shall always ensure a distance of at least one and a half metres away from one another when meeting.

For Libraries, depending on the evolution of the number of infections in the province of Brescia, there will be a gradual resumption, by appointment, of front office services for book lending for students and teachers (until May 17, only one day a week: Thursday; from May 18, two days a week: Monday and Thursday) in accordance with specific procedures consistent with the provisions issued by the competent bodies.

For front-office activities, access and the safe distance will be regulated by means of segregation between workers and users (plexiglass barriers).

Total recovery of face-to-face work

In the phase in which the evolution of the epidemiological situation allows the return of 'all' staff on site, the following employees may continue for a further period of time in 'remote' mode:

- immunosuppressed employees and those with previous serious illnesses
- employees over 60
- employees who are parents of children under the age of 14 or with very old parents, who have objective and proven difficulties in looking after them, or employees who come from distant municipalities using public transport (in these cases shifts are arranged during the week with other office employees)
- employees who share offices with other staff, with workstations less than 1.8 metres away and without adequate ventilation, in cases where it has not been possible to identify a different workstation in another office (in this case shifts are arranged during the week with the other employees in the office)

In this total recovery phase the remaining personnel shall work on site by strictly following the provisions of this Protocol.

Travel

All national and international trips/travel/missions by university staff are suspended until the end of Phase 2 (31 August), even if already agreed or organised, except for those that cannot be postponed specifically authorised by the directors. These activities must be closely related to research activities.

These activities will then be the subject of specific regulations, with more or less restrictive procedures in order to respond to particular needs related to the regulations and circumstances.

9. INTERNAL MOVEMENTS, DOCUMENT SIGNING, MEETINGS, INTERNAL EVENTS AND TRAINING

Internal movements and document signing

Travel within the University must be limited to the minimum necessary and in compliance with the indications provided by the Administration. Documents shall be signed digitally, where possible. The circulation of folders for paper signing and the exchange of paper documents is therefore not allowed. If it is not possible to avoid the exchange of paper documents, wash your hands before each exchange and maintain the interpersonal distance.

Meetings

Face-to-face meetings are not allowed. If these meetings are necessary and urgent, and only when it is not possible to have the meeting online, the number of participants must be the minimum necessary. The interpersonal must be maintained and the rooms must be cleaned and ventilated.

Events

In compliance with the provisions of national and regional regulations, all internal events and all training activities in a classroom, even if already organised, are suspended and cancelled.

Training

The Administration shall organise and promote 'distance learning' using the Moodle platform for remote workers as well as for staff with non-teleworkable roles, according to shifts (see par. 8).

10. LABORATORIES

In compliance with the indications given in this Protocol and with any specific directives issued by the university medical officer and the Prevention and Protection Service Manager, also regarding the reorganisation of spaces, the Laboratory Managers shall regulate access to shared laboratories, introducing shifts, different allocation of spaces, creation of obligatory paths and passages (e.g. with one-way flows...) and of "buffer" areas where people must not stop or using appropriate horizontal and vertical signs or physical barriers (e.g. lines/chains not to be crossed, indication/segregation of areas where access is prohibited, ...). Workers' Safety Representatives shall be informed by the Laboratory Manager about the provisions of the regulations in force on the subject.

In particular, the Laboratory Manager, having consulted all the Managers of the individual research activities carried out in the Laboratory, shall determine which rooms may be used, possibly with the addition of physical compartments to separate the workstations and reduce the probability of close contact, which is forbidden (this must be appropriately signposted). In addition, the Laboratory Manager may at any time prohibit the use of any plant, equipment, fitting or material, making sure to signpost this.

The activities that normally require the simultaneous presence of more than one person in a laboratory must be evaluated and organised in advance by the Education and Research Manager who coordinates them, with the support, where necessary, of the university medical officer (or Commission of experts), in order to maintain the interpersonal distance. If the activities are organised in such a way as to be carried out by a single person, it is necessary to consider the increased risk of not noticing possible accidents and therefore not taking first aid action.

If these activities require working at an interpersonal distance of less than 1 metre and other solutions are not possible, the staff must be authorised by the Laboratory Manager. To that end:

1. The Education and Research Manager who coordinates the activities carried out by the staff shall request authorisation from the Laboratory Manager, by means of an e-mail specifying the location (a room or the entire laboratory), the day/time, the staff, the additional devices that they must wear: FFP2 airway protection without valve and other protective devices (gloves, goggles, overalls, earmuffs, etc.) in compliance with the provisions of the scientific and health authorities. The indication of additional devices must take into account the secondary risks of possible problems for a specific worker (e.g. allergy to disposable latex gloves) or of interference with Personal Protective Equipment already required for the activity (e.g. cut-resistant gloves);
2. the Laboratory Manager, considering the laboratory activities as a whole, decides whether to accept the request. In this case, he/she shall send the authorization by e-mail to the Education and Research Manager, arranging for the placement of brochures with indications on the correct use of FFP2 protective devices and other devices to the employees concerned.

Preference is given to the personal and individual use of portable laboratory equipment, which must be stored neatly by each worker in separate and confined areas.

In all laboratories where there may be plants, equipment, fittings or materials (including samples and manuals) for shared use, even if not at the same time, by several people and/or the possibility of contact with products or materials coming from outside, after evaluation by the Education and Research Manager, with the support of the university medical officer, of the secondary risks of possible problems for a specific worker or of interference with the Personal Protective Equipment already provided for by the activity, all the people involved in such situations must:

1. wash their hands;
2. wear disposable gloves for the duration of the activity;
3. where possible, apply a disposable protective film to the surfaces of machinery, instrumentation, equipment and fittings with which it is necessary to come into contact repeatedly (e.g. handles, keyboards and push-buttons), to be removed at the end of the activity;
4. clean the surfaces of machinery with an adequate sanitising product;
5. remove their gloves and wash their hands when the activity is finished.

If, even in the course of the same day, a person has to change activities/workstation, he or she must retrace the steps indicated above. It is important not to change workstations without taking off your gloves and washing your hands in order to reduce the risk of spreading the virus.

In addition, it is considered prudent to recommend the constant use of respiratory protection during the time spent in the laboratories, after evaluation by the Education and Research Manager of the compatibility of these protective devices with the Personal Protective Equipment already required for the activity.

In all laboratories there shall be an automatic sanitising gel dispenser, disposable gloves, disposable protective film and a brochure with instructions on hand washing and correct use of disposable gloves.

Access to any changing rooms shall be regulated in such a way as to guarantee safety, sanitation of the rooms and distancing of workers.

Laboratories are expected to purchase specific equipment for sanitisation and provide adequate information on how to use the products.

The Department shall supply the 'specific' PPE mentioned above for the laboratories, according to the provisions adopted by the Laboratory Manager.

In the case of Human Research Laboratories, the activity can be equated to that of a medical clinic. Without prejudice to what has already been stated, it is necessary to ensure compliance with the so-called Decalogue of the Ministry of Health and National Health Institute for both employees and volunteers who undergo experiments.

Access by outsiders must be regulated in order to avoid crowding in common areas. It is necessary to preliminarily investigate the presence of symptoms typical of COVID-19, by means of a questionnaire prepared by the Laboratory Manager, after consulting the university medical officer, together with the body temperature measurement, and to evaluate possible close contacts with suspected or ascertained cases of COVID-19, postponing the experiments in the presence of symptoms or recent risk contact. It is necessary to prepare a schedule for the use of the laboratory in order to allow for the sanitisation of the rooms at the end of the activity. Operators will be required to wear FFP2 without valve, gloves and disposable gown, while users will wear a surgical mask. All instruments that come into contact with outsiders must be sanitised after use, between one user and another. The rooms shall be ventilated between one experiment and another.

The disclosure of all procedures is the responsibility of the Laboratory Managers, who shall ensure their correct implementation.

11. MANAGEMENT OF A SYMPTOMATIC PERSON AT THE UNIVERSITY

In the event that a person present at the University buildings develops fever and symptoms of respiratory infection such as coughing, he or she must immediately report it to the Human Resources Department; he or she must isolate themselves in a special room, already identified for each building by specific signs, according to the provisions of the health authority and other provisions in place on the premises, always keeping their mask on; the university medical officer shall immediately inform the competent health authorities and the emergency numbers for COVID-19 provided by the Region or the Ministry of Health. The person concerned must leave the university for any required treatment, as required by current regulations. When leaving and, if necessary, being accompanied, the worker and any accompanying person must be protected with the necessary PPE provided by the University.

Potentially contaminated rooms must be cleaned and sanitised according to the procedures contained in circular no. 5443 issued on 22 February 2020 by the Ministry of Health, as well ventilated.

The University shall collaborate with the Health Authorities to define any "close contact" with a person present at the University who has tested positive for COVID-19 in order to allow the authorities to apply the necessary and appropriate quarantine measures. During the period of the investigation, the University may ask any possible close contacts to leave the University as a precautionary measure, according to the indications of the Health Authority.

12. HEALTH SURVEILLANCE AND UNIVERSITY MEDICAL OFFICER

The university medical officer, in the exercise of his or her duties, shall work in close liaison with the Chancellor, the General Director, the Prevention and Protection Service Manager and the Workers' Safety Representative, according to their respective responsibilities in accordance with the relevant regulations in force.

Health surveillance must continue in compliance with the hygienic measures contained in the indications of the Ministry of Health (so-called decalogue).

Preventive visits, visits on request and visits to return from illness shall be prioritised during this period.

Periodic health surveillance should not be interrupted, because it represents an additional general preventive measure: both because it can intercept possible cases and suspicious symptoms of infection, and for the information and training that the university medical officer can provide workers to prevent the spread of the infection.

The university medical officer shall be involved in identifying particularly vulnerable individuals and in reintegrating individuals with previous COVID-19 infection. The expression of a judgement of temporary unsuitability for the specific

task is not applicable in this context. After evaluation by the university medical officer 'vulnerable workers' may be relocated to another job or to forms of remote work.

The university medical officer shall inform the University of any situations of particular vulnerability or current or past illnesses of which he or she has been informed by employees for the preparation of protection measures, and the University shall protect them while respecting their privacy.

"Vulnerable worker" means any worker with an illness that increases their susceptibility to viral infection: immunosuppressed individuals (Circular 7942-27/03/2020 of the Ministry of Health), pregnant women, individuals affected by chronic degenerative diseases such as diabetes, cardiovascular diseases, lung diseases, kidney diseases. Workers shall be informed of the specific regulations and are invited to contact their General Practitioner (GP), in order to obtain the certification for those at greater risk of infection, according to INPS provisions (code V07 in the medical certificate). In fact, the university medical officer may not be aware of this (video terminal operators who visit every five years), or it may concern employees not subject to health surveillance.

It is recommended that health surveillance pay particular attention 'vulnerable' individuals in relation to their age (>60 years).

The university medical officer shall adhere to the instructions of the Health Authorities. The university medical officer, in consideration of his or her role in assessing risks and conducting health surveillance, may suggest the adoption of any diagnostic measures if they are considered useful to containing the spread of the virus and ensuring workers' health.

In order to gradually reintegrate workers after COVID-19 infection, the university medical officer, having viewed a certificate attesting negative results from a swab test according to the procedures envisaged and issued by the relevant local prevention department, carries out the medical visit prior to the individual's return to work.

The same procedure is envisaged for the gradual reintegration of workers after suspected COVID-19 infection, after viewing the certificate of healing issued by the General Practitioner. Failing this, the worker may be readmitted to work following evaluation by the university medical officer and must wear respiratory protection devices for at least two weeks.

Employees who have spent a period of self-isolation, either voluntary or at the instruction of their GP (close contact with untested suspected case), or in quarantine at the orders of the local health authority (close contact with confirmed COVID-19 case), may be readmitted to work after assessment by the university medical office and must always wear respiratory protection devices.

The University, including by involving the university medical officer, shall collaborate with the local health authority to define any "close contact" with an employee who has been tested positive for the COVID-19 swab. This is in order to allow the local health authority to apply the necessary and appropriate quarantine measures. During the investigation period, the University may ask possible close contacts to leave the university buildings as a precaution.

The University of Brescia is one of the companies that will trial the Health Monitoring Protocol created by the Brescia Industrial Association, in agreement with the trade union organisations CGIL, CISL and UIL of the Province of Brescia. Based on this protocol, University employees will be monitored by the Brescia local health authority with the execution of swab and/or serological tests, with priority being given to workers who will return to on-site work.

13. PROTOCOL IMPLEMENTATION COMMITTEE

Constitution and composition

A Protocol Implementation Committee shall be set up by Chancellor's Decree, composed of the following individuals.

Chancellor or his/her proxy - Chairman

General Director - Member

University medical officer - Member

Prevention and Protection Service Manager - Member

1 Workers' Safety Representative - Member

Union Representative coordinator - Member

1 Union organisation - Member

Experts on specific subjects may be invited to the Committee meetings and the Site Managers of any temporary/mobile construction sites at the University may be involved.

Functions

The Committee shall oversee and verify the correct application of this Protocol, evaluate the effectiveness of the measures and ensure their periodic updating as well as any additions/changes in relation to the evolution of the COVID-19 epidemic in the Province of Brescia and, in general, throughout the country.

The Committee shall express its opinion on the updating of the Emergency Management Plan proposed by the Prevention and Protection Service Manager, in agreement with the university medical officer, in the COVID-19 emergency phase (e.g. provision of masks for employees, integration of collection points to avoid gatherings of people).

The Committee shall strive to update the Protocol, also in compliance with the indications provided by the Minister of University and Research on 14 April 2020, according to the principles of safety and prevention as well as flexibility by planning activities and adapting measures in relation to the constant evolution of the health situation and the specific features of the structures, distinguishing two phases:

- **Phase 2**, to be implemented as soon as the so-called lockdown Phase 1 ceases, starting from May 4 until August 2020. The planning of activities should be aimed at gradually allowing the resumption of individual activities, i.e. access to studies, offices and laboratories by individuals, with possible presence in small groups while adopting safety measures; avoid collective activities; minimise the travel of long-distance commuters, ensuring their participation in 'distance' activities in remote working mode; limit access to administrative services at the beginning of Phase 2, to be limited only to strictly necessary activities, while maintaining a level of service appropriate to the functioning of the activities through digital systems.
- **Phase 3**, to be implemented from September to January 2021. The planning of activities must be aimed at allowing the ordinary performance of individual activities on-site, or access to the studios, offices and laboratories by individuals, with possible small groups with the adoption of safety measures, and avoiding collective activities, only allowing them in the presence of adequate safety measures.

Meetings and minutes

The Committee shall meet electronically on a monthly basis. The Chairman of the Committee may convene the Committee whenever he or she deems it necessary to define urgent measures and/or interventions.

The summary minutes of the decisions taken shall be prepared by the General Director. The minutes of the meetings shall be published, in compliance with current legislation on data protection, on a specific section of the University website <https://www.unibs.it/coronavirus>.

14. IMPLEMENTATION OF THE PROTOCOL IN PHASE 3

This Protocol must be supplemented by a special *addendum* that regulates the procedures for access and use of university spaces by students and teaching staff, in view of the gradual resumption of on-site activities and with reference to the resolutions of the University Governing Bodies and to the schedule that defines the times and methods of implementation, always in compliance with the safety measures indicated in the provisions adopted by the competent Authorities.

The schedule shall cover the following activities: lectures, compulsory face-to-face educational workshops for the health area, internships, exams, graduation, orientation, access to offices, access to study spaces, laboratories, libraries, as well as student, teacher, research staff and technical-administrative staff residences.

15. PROTECTION OF CONFIDENTIALITY

The measures provided for in this Protocol shall be implemented with respect for the confidentiality and dignity of the worker, taking into account the provisions of the relevant legislation in force.

16. FINAL PROVISIONS AND SANCTIONS

University personnel who perform their services at local health authority premises are subject to the Company's Protocol. Failure to comply with the precautions of the Protocol constitutes a disciplinary offence punishable by law.

Employer

Chancellor - Professor Maurizio Tira

General Director

Dr. Alessandra Moscatelli

Prevention and Protection Service Manager

Ms Rossella Benatti

Union Representative

Coordinator

Dr. Katia De Col

Workers' Safety Representative

Giuseppina Maccarinelli

Gianluca Cutaia

Sebastiano Curcio

Unions

Fabio Fornari - Flc- CGIL

Assunta Beatrice - Federazione CISL Scuola, Università, Ricerca (FSUR)

Luca Guerra - Federazione UIL SCUOLA RUA

Laura Iannotti - SNALS-CONFSAL