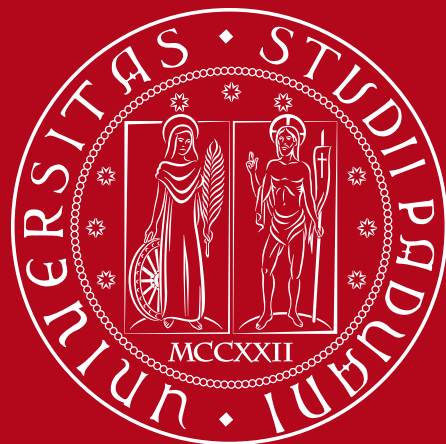


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UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

**Regole di accesso e di comportamento**

## Back to class at DEI

From 28 September 2020, **DEI** resumes teaching activities in dual mode (in classroom and online) of all study courses in the Information area

- The lectures of the first year of all the bachelor degrees (IBM, IF, IL, INF) will take place in the classrooms at the Fiera, Pavilions 2 and 14.
- The lectures of the second year of the bachelor degrees IBM, IL and INF will take place in the classrooms at the Fiera, Pavilions 2 and 14.
- The lectures of the second year of the bachelor IF and the lectures of all other years and degrees will take place in the Classroom Building (Polo Didattico) of Via Gradenigo

## Back to class at DEI

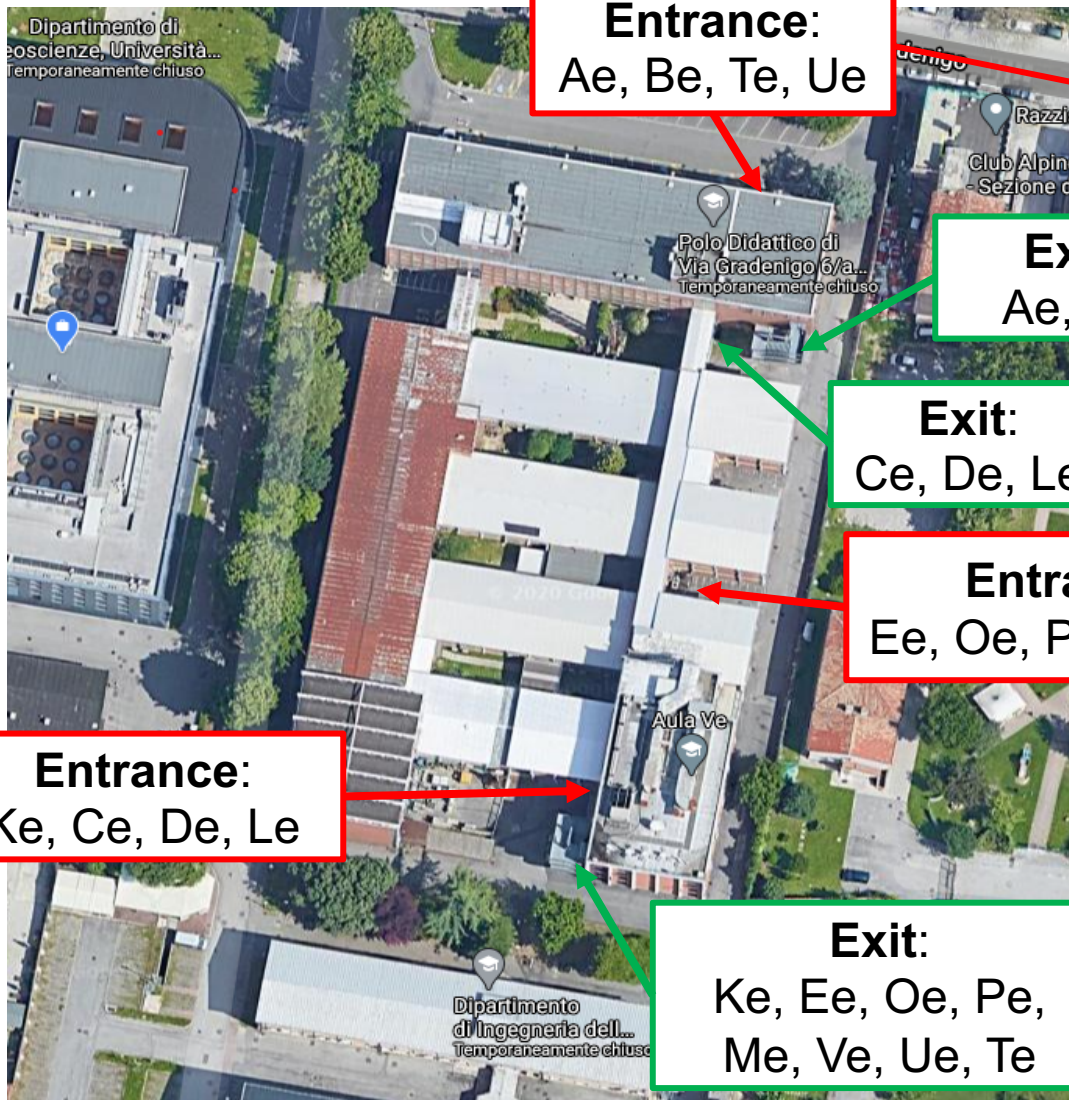
The rules to access to the department premises remain those listed at the link <https://www.dei.unipd.it/node/26377>

Different entrances/exits to the classrooms have been defined for the Classroom Building (Polo Didattico Via Gradenigo) as shown in the figure:

# Classroom entrances/exits



**Entrance:**  
Ke, Ce, De, Le



**Entrance:**  
Ae, Be, Te, Ue

**Exit:**  
Ae, Be

**Exit:**  
Ce, De, Le

**Entrance:**  
Ee, Oe, Pe, Me, Ve

**Exit:**  
Ke, Ee, Oe, Pe,  
Me, Ve, Ue, Te





# General rules of conduct

Inside the Classroom Building (Polo Didattico) it is mandatory:

- **to flow in the direction indicated by the signs** to enter, to move around and to exit;
- **to sanitize and wash the hands thoroughly and frequently** using the **sanitizing solutions from the dispensers** located nearby classroom entrances and along the corridors;
- to always keep **at least 1 meter distance** from other persons and to avoid to gather in groups;

# Regole generali di comportamento

- **Always wear your face mask during your stay at the “DEI Department”**, even if you are temporarily alone (the face mask must be worn **properly**, covering simultaneously **both nose and mouth**, for a complete protection)
- Avoid touching your face and your face mask;
- **The use of elevators is discouraged**, except for persons with **mobility problems**. In this case, it is suggested **to access to the elevator alone;**

# Regole generali per gli studenti

- **Fill-in and sign the “declaration of access”** to Università di Padova. Keep this document always with you (in printed or digital form) in case of verifications;
- **The self-declaration** is linked to **Uniweb**: **first year students** signed it at the enrollment;
- We warmly invite you to use the app **IMMUNI** developed by the Italian Ministry of Health (*Ministero della Salute*);
- If you are found **positive** to **COVID** immediately inform **via e-mail the Head of Department and/or the Chief Administrative Officer (Segretario Amministrativo, SAD)**;
- Students who were **found positive** to **COVID** can be re-admitted only after **having sent a communication** to the **Head of the Department** and to the **SAD**, including a **medical certificate** proving that the person has undergone **two COVID swab** and that **both** resulted **negative**;

# Rules of conduct for the students in the classrooms

- [1.] Strictly respect the **shifts** organized by the Department, and therefore **do not enter the Department/Classroom for any reason if it is not your turn.** It is absolutely forbidden to **change channel/shift;**
- [2.] **In the classrooms, the only seats that can be occupied** are the ones marked with dedicated **signs;**



# Rules of conduct for the students in the classrooms

- [3.] In the classrooms it is not allowed to use **clothes hangers**. Jackets, backpacks and any other item must be placed in the free seats adjacent to your seat;
- [4.] It is advisable (instructors will allow you) **to access the toilets also during the lessons** in order to **avoid crowding** during the breaks;

# Rules of conduct for the students in the classrooms

[5.] If you return to the classroom after having been outside (e.g. after a break during the lesson), **you must sit in the same seat you previously occupied;**

[6.] when entering the classroom, if possible, it is necessary to **disinfect the spaces that will be used** (eg desks, chairs, PC keyboards in the computer lab). **Absorbent paper and sanitizing detergents will be available in each classroom;** It is advisable to moisten a cloth and then sanitize instead;

# Rules of conduct for the students in the classrooms

- [7.] When exiting the classroom, create a **queue starting from the raw closest** to the exit door. In order to avoid gatherings, the other students will have to **remain seated** until it's their turn;
- [8.] It is **forbidden to stop, eat and linger in the common areas of the Department**. It is therefore advisable to arrive **on time**, but not in advance, for the start of the educational activities, and leave the Department as soon as the educational activities are over;

# Rules of conduct for the students in the classrooms

- [9.] In the first months of the didactic activity, the access and exit from the classrooms and the presence in the common areas will be supported by **steward/hostesses**, that have the task of ensuring compliance with the requirements;
- [10.] **From September 28th:** it will be possible to **meet in presence the instuctors** for their office hours but only **after having set an appointment**;



# Rules of conduct for the students in the classrooms

- [11.] You need **to install on your smartphone** the APP **Orari UniPD**, which is necessary for registering your attendance. This will allow the **tracking of possible contagions in the classrooms**. The student will have to **confirm his/her presence at each lesson** by entering a **code communicated by the instructor and the code of the seat occupied**. Students who attend the **lecture from home** can also confirm their presence by using the code "LOL" (Lecture On Line).
- [12.] **Instructors will intervene with those who do not respect the safety rules**; -- in case of **recidivism disciplinary measures** will be taken;

# In the case of a positive COVID student

[1.] **classroom disinfection**;

[2] the data from the app's **Easy-Badge** will allow to identify students within a radius of 1-2 meters of the infected one: they will be reported to the competent body;

[3] identified students will undergo **TEST** and follow the instructions of the authority;

[4.] if the **test is negative**, The students will be immediately authorized to participate to live lectures;

# Rules for teachers in the classroom

[1.] employment rules of the classroom:

**the seats will be numbered.** Teacher, will access **EasyBadge** through the web site [gestionedidattica.unipd.it](https://gestionedidattica.unipd.it) at the beginning of each lecture, so that **monitoring of attendance in the classroom could start.** Each time the app generates a unique code, that will be given to the students in the classroom. The students will **enter that code in the App “Orari UniPD”**, hence confirming the presence and the seat number or the "LOL" for those staying at home.

# Rules for teachers in the classroom

The **software** provides three options:

- a) A **Qrcode** that students will get via the phone camera;
- b) An **alphanumeric code continuously updated by the server**, to be entered by the students in the phone app using the virtual keyboard;
- c) A **static numeric code** to be entered in the app;  
(recommended choice)



# Rules for teachers in the classroom

The Department recommend the teachers to **generate the static numeric static code (opt c above)** Before the beginning of the lesson and write it on the board so that it can be seen during the whole lesson. The monitoring of classroom attendance will be hence active during the whole lecture; at the end the teacher will gain access to the **EasyBadge** web site and will **stop monitoring**. When monitoring is finished a report of attendance in the classroom will be available.

See the guidelines at the **University website** [unipd.it/easybadge](https://unipd.it/easybadge),

# Rules for teachers in the classroom

- [2] in the classroom the teacher during the lecture *will stay at the teachers' desk*, he/she *can not use the mask if a distance greater than 2 meters from students is provided*;
- [3.] for teachers who wish in any case to **wear the mask** during the lecture, the University is going to buy **"inclusive (transparent) masks"** that allow audience watching lip movements ;
- [4.] teachers in the classroom will use a **personal laptop or tablet**; the laptop will be connected to the available multimedia box, while he/she will stay reasonably far away from the directional microphone (according to the connection scheme presented in the second part of the meeting zoom);

# Rules for teachers in the classroom

- [5.] the teacher in the classroom will **ensure compliance with the explained requirements**, according to **safety** regulations;
- [6.] a the teacher wishing to provide some the material to the students, will wear **disposable gloves**;
- [7.] the classroom will be **periodically aerate**, most possibly at the end of each lecture hour;