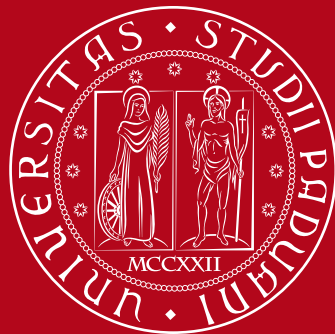


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UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Start of the Teaching Activities
First Semester A.Y. 2020-2021

Access to buildings, shared spaces, and flows

For each building, **entrance and exit routes** have been identified, as well as those for **moving inside buildings**, in order to **avoid gatherings of people**.

SIGNAGE:

- hygiene and behavioral measures
- entrance and exit
- directional arrows and signs of access denied
- usable seats in classrooms / laboratories and prohibited ones
- indications for keeping the social distancing
- indications for the use of elevators
- indications for the use of break areas and refreshment areas
- various prohibitions and, in particular, prohibition on the use of hangers

HYGIENE MEASURES AND BEHAVIORS TO FOLLOW TO CONTAIN THE COVID-19 INFECTION



Wash often your hands
with water or use gel

The various spaces have been provided with
specific informational signage



Use individual protection
devices such as mask



Do not touch eyes, nose
and mouth with hands



Cover nose and mouth with
tissues when sneeze or cough



keep an interpersonal
distance of at least 1 meter



the use of the lift is not
recommended



avoid handshakes
and hugs



clean the surfaces with chlorine
and alcohol based disinfectants



avoid mixed use of bottles
and glasses



do not take antiviral drugs and
antibiotics unless prescribed
by your doctor

EVITA IL CONTATTO RAVVICINATO CON PERSONE CHE SOFFRONO DI INFEZIONI RESPIRATORIE.

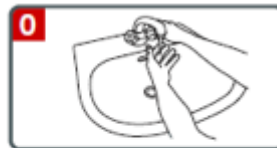
Se hai sintomi simili all'influenza resta a casa, non recarti al pronto soccorso, ma contatta il tuo medico, la guardia medica
il numero verde della Regione Veneto: 800 462 340 o il numero di pubblica utilità 1500

HOW TO **WASH** YOUR HANDS WITH **WATER AND SOAP?**

Wash them with water and soap only if they are noticeably dirty!
Otherwise use the alcohol solution for hand hygiene!



DURATION OF THE ENTIRE PROCEDURE: 40-60 SECONDS



wet your hands with
warm water



apply enough soap to cover the
entire surface of the hands



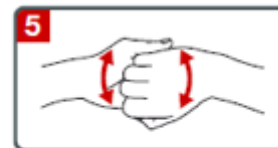
rub your hands from
palm to palm



RIGHT PALM AGAINST LEFT DORSUM WITH
INTERLACED FINGERS AND VICE VERSA



PALM TO PALM, WITH
INTERLACED FINGERS



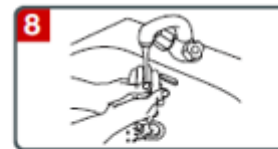
BACKS OF FINGERS TO OPPOSITE
PALMS WITH FINGERS INTERLOCKED



ROTATIONAL RUBBING OF LEFT
THUMB CLASPED IN THE RIGHT
PALM AND VICE VERSA



ROTATIONAL RUBBING BACKWARDS AND
FORWARDS WITH FINGERS CLASPED IN
THE OPPOSITE PALM, FOR BOTH HANDS



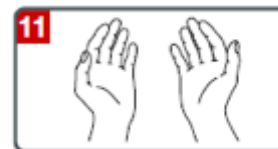
RINSE YOUR HANDS WITH
WATER



DRY YOUR HANDS WITH A
DISPOSABLE WIPE



USE THE WIPE TO TURN
OFF THE TAP



ONCE RINSED, YOUR HANDS
ARE SAFE

HOW TO **RUB** YOUR HANDS WITH AN **ALCOHOL SOLUTION**?

Use the alcohol solution for hand hygiene!

Wash them with water and soap only if they are noticeably dirty!



DURATION OF THE ENTIRE PROCEDURE: 20-30 SECONDS



APPLY TO THE PALM OF YOUR HAND ENOUGH SOLUTION TO COVER THE WHOLE HAND



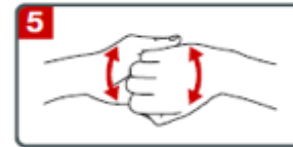
RUB HANDS PALM TO PALM



RIGHT PALM AGAINST LEFT DORSUM WITH INTERLACED FINGERS AND VICE VERSA



PALM TO PALM, WITH INTERLACED FINGERS



BACKS OF FINGERS TO OPPOSITE PALMS WITH FINGERS INTERLOCKED



ROTATIONAL RUBBING OF LEFT THUMB CLASPED IN THE RIGHT PALM AND VICE VERSA



ROTATIONAL RUBBING BACKWARDS AND FORWARDS WITH FINGERS CLASPED IN THE OPPOSITE PALM, FOR BOTH HANDS



ONCE RINSED, YOUR HANDS ARE SAFE

Fonte: World Health Organization

SIGNAGE FOR:

Entrance and exit to reach classrooms and laboratories
Indications for keeping the social distancing



Warning!

If an exit has one of the following signs:

- **access denied**
- «**security exit**»
- «**emergency exit**»

It will:

- **NOT** be **USED** for regular transit
- be **USED** as **exit** in case of **emergency**



Usable seats in the classrooms / laboratories and prohibited seats



Signs indicating the **prohibition to seat** and **prohibition to use hangers**

In order to effectively communicate the precautions and behaviors to be observed in the teaching spaces, two **explanatory videos** have been prepared (both in Italian and English). They clearly and exhaustively recall all the needed instructions.

<https://www.unipd.it/corsi/ritorno-in-aula>



<https://youtu.be/Vo2tH5JN06E>



BACK TO CLASS

Safety measures

Support during the initial period of the restart of the face-to-face teaching

During the initial period of the restart of the face-to-face teaching, there will be **stewards** and **hostesses** in the buildings in order to:

- provide information to students
- favor an orderly inflow and outflow
- encourage compliance with rules of conduct inside buildings.

For this purpose, **200 hours students** will be used, after adequate training.

The procedures described above, together with:

- scheduling of lessons
- possible staggered start times
- cleaning and sanitization of spaces



will allow students to safely return to classrooms.

Therefore, in order to safely manage the return to university classrooms, it is necessary:

- ✓ The use of masks for the entire time spent in the educational facilities
- ✓ the prevention of any form of gathering, in particular in the phases of access to the classrooms / laboratories and change of classroom
- ✓ the ability to access frequent hand hygiene
- ✓ the occupation in the classroom of only "seats / positions allowed" marked by appropriate signs frequent air exchange, possibly at each lesson change.
- ✓ The teacher will arrange for the windows to be opened



The 7 rules for returning to university classrooms safely

1. If you have symptoms of acute respiratory infections (fever, cough, cold), DO NOT come to university. **Body temperature measurement is NOT required** at the university entrance. Therefore, we refer to the individual responsibility.
2. When you are in the university common areas (classrooms, laboratories, common areas, etc.) **always wear a mask to protect your nose and mouth.**
3. Follow the directions on the signs.
4. In the classrooms, **sit only in the permitted seats** (they will be highlighted by specific signs), avoid gatherings (especially in and out) and physical contact.
5. **Wash your hands frequently or use the special sanitizing solution** dispensers to keep them clean; avoid touching your face and mask
6. **Use the "app" provided by the University to track attendance in the classroom**
7. In order to facilitate the tracking and identification of close and casual contacts, where suspected or confirmed cases of COVID-19 occur, **you are strongly encouraged to equip yourself with the IMMUNI app.**

Access declaration

The safety regulations are in the access declaration and they must be respected inside all the locations of the University. The access declaration must be signed.

NEWS: For students, the access declaration is filled during the registration procedure to the University.

App «my badge»



The lecturer

- **The lecturer** in charge of the lesson **can avoid to wear the mask** if and only if he/she stays **at least 2 meters** from students.
- The lecturer must stay in the provided location for teaching (sitting or standing). The lecturer must **limit the movements around the classroom** in order to always guarantee the 2 meters distance from students.

Regulations for using the equipment in classrooms and in laboratories

The lecturer is strongly **encouraged to use his/her own devices** during the lesson (e.g., laptop, mouse, pointer).

If the lecturer needs to use **shared devices or equipment**, **he/she is in charge of the sanification** at the end of the lesson. The sanification can be done with the products provided by the University and available in the classrooms/laboratories (e.g., napkins and sanitizing gel).



The University has provided most of the classrooms with **long range directional microphones**. In the other cases, **microphone cover bags** will be available. At the end of the lesson, the lecturer is in charge of throwing them in the sorted or unsorted waste container.

Presence register and tracing

The professor must ensure that students **register their presence in the classroom**, using the **apps provided by the University** (video tutorial: <https://www.unipd.it/easybadge>)

The lists will be stored for at least **14 days**.

If the classroom/laboratory is not supported by these detection systems, the professor should fill and store **lists on paper**, according to the indications that will be provided by the reference structure (Department).



Positive cases and tracing

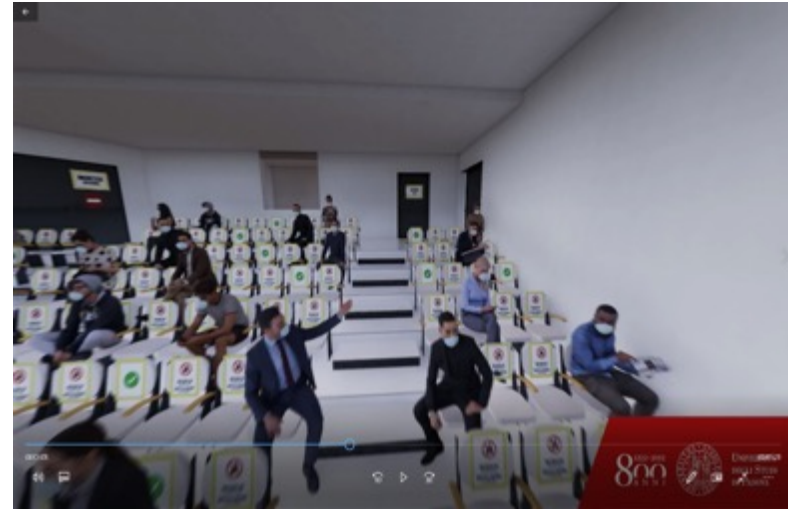
In order to quickly find contacts inside classrooms when positive cases occur, students have to download the app **OrariUnipd** connected with the software **Easy Badge**, by which each student will indicate the code of the classroom and his/her seat number (video and tutorial for students:

<https://www.unipd.it/orariunipd> <https://youtu.be/ytU4X7uyXAQ>). The software Easy Badge is used also to trace the presence of students in the study rooms. A similar software (denoted **Affluence**) has been adopted by the libraries of the university (including that of MIBACT) and of the city of Padova.

Transfers in the classrooms

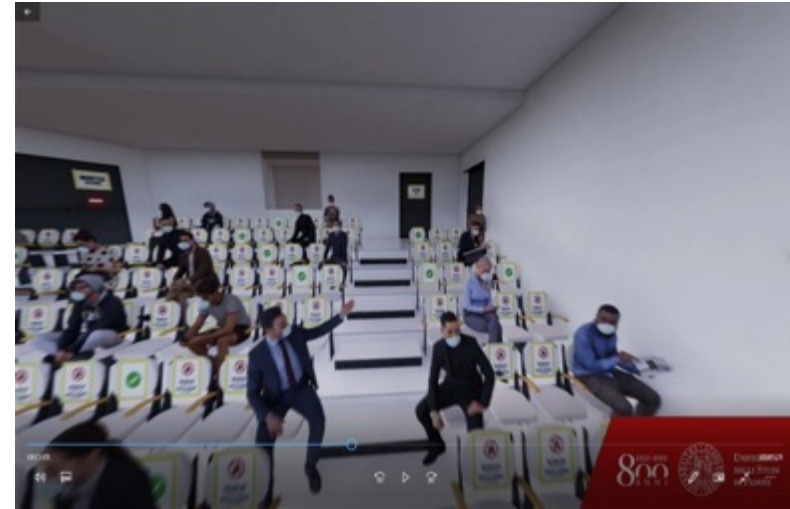
When exiting classrooms and laboratories, recommend students to get out in order, by rows, starting from that closest to the exit door. Ask students to remain seated until it's time for their row to get out, in order to avoid gatherings

In case of a break during the lesson, repeat the procedures for getting in and out of the classroom, recalling students that they must return to the same seat they previously occupied



Transfers in the classrooms

- **Frequent air changes are recommended, possibly** leaving the windows open during the lesson.
- If the weather conditions do not allow it, open the windows every change of lesson: for this purpose, at the end of the lesson, the teacher will arrange for the windows to be opened;
- the teacher present at the next lesson will close them



Refreshment points / vending machines

- keep an interpersonal distance of at least 1 meter



- Use the mask



- Hand disinfection is mandatory before and after using the vending machines



Servizi igienici



Case with suspected symptoms during teaching activity

If, during the teaching activity, a suspected case arises (with respiratory symptoms, etc.), **the teacher**:

- will ask the student to leave the classroom / laboratory, so that she/he can return to her/his home as soon as possible
- will invite the student to adopt the provisions indicated by the Health Authority (contact your doctor and follow the instructions that will be provided)
- will inform him of the possibility of using the distance lessons anyway

Teacher in isolation and/or positive to SarS-Cov-2

- If a **lecturer/professor is in fiduciary isolation** without a confirmed diagnosis of SarS-CoV-2 infection, **he/she shall continue to provide lectures on-line**.
- If a lecturer/professor is in self-quarantine as a **result of a confirmed diagnosis of SarS-CoV-2 infection**, he/she has to be considered in sick-leave and **she/he is prevented from providing lectures** (including on-line lectures).

Compliance control

In accordance with safety legislation, **the teacher** who holds the lesson **is responsible** to control the compliance with the safety measures in the classrooms and in the teaching laboratories.

Non-compliance with the safety measures **by students constitutes a violation** punishable according to the student career regulations.

In the perspective of co-responsibility, **Each student** that accesses the teaching areas must sign an agreement that **commits him to respect** «**The seven rules for returning safely to University classrooms**».

If a **teacher detects any non-compliance** with the safety measures (e.g. the **occupation of non-permitted seats, improper wearing of the mask**, etc.), he/she is **required to warn** for the adoption of the aforementioned rules. If the warning is not accepted, the teacher **is required to get the student out** of classroom / laboratory.

In the Study Hall (Aula Studio)

The access to the study rooms is allowed only when complying with the following guidelines:

- **wear a mask** for the whole time you are staying in the room
- **Always keep the safety distance** from other people
- **wash your hands frequently or use a hand sanitizer, even at the entrance**
- **follow the hygiene and behavioral rules written on the signs**
- **use only the allowed seats**
- be ready to show the proof (a **green check**) that you read the "**Sars-Cov2 Virus Control and Containment Protocol**" on the **MyUnipd** app on your mobile device
- **fill in the register in the study room** (the information will be held for at least 14 days from the date of your entry)

To access the library you have to book your seat using the **Affluences App**.

Information on opening days and hours can be found on the library website.

Borrowed books have to be returned only by taking an online appointment, avoiding to stay in the library more time than necessary.

In all libraries it is mandatory:

- **to wear the mask** for the whole time you are staying in the room
- **to keep the safety distance from other people**, especially when entering the room
- **to wash your hands frequently or use a hand sanitizer, even at the entrance**
- **to follow the hygiene and behavioral rules written on the signs**
- **to use only the allowed seats**
- to be ready to show the proof (a **green check**) that you read the "**Sars-Cov2 Virus Control and Containment Protocol**" on the **MyUnipd** app on your mobile device