Safety Protocol against Covid-19 Spread
Guidelines for workplaces of the University of Pisa - Phase 2

Update on 10 July 2020
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1. PREAMBLE

The action plan of the Ministry of University and Research for the post lockdown involves two steps: Phase 2 and Phase 3.

Phase 2 has started on 4 May, under the Presidential Decree of the Council of Ministers (DPCM) of 11 June 2020, and provides, pursuant to art. 1, par. s), that “in Universities and Institutes for Higher Art, Music and Dance, throughout the period when students are not permitted to participate in educational and curricular activities, these activities may be carried out, where possible, through distance learning in the manner indicated by the selfsame Universities or Institutes, with particular attention paid to the specific needs of students with disabilities. Once the regular activities are reactivated, the aforementioned Universities and Institutes must subsequently ensure, where deemed necessary, that the educational and curricular activities are made up including any other test or exam, even when mid-term, which are necessary to complete the educational course. In Universities and Institutes for Higher Art, Music and Dance, as well as in public research agencies, exams, training, workshop, research and experimental laboratory activities and/or educational and practical activities may be carried out; access to libraries is also allowed, provided that the organization of spaces and work minimizes the risk of proximity and overcrowding and that organizational measures of prevention and protection are adopted, considering the field of higher education and the research, and with particular attention paid to the specific needs of students with disabilities, under the «Documento tecnico sulla possibile rimodulazione delle misure di contenimento del contagio da SARS-CoV-2 nei luoghi di lavoro e strategie di prevenzione» (Technical document on possible measures amendments to contrast and contain SARS-CoV-2 spread at workplaces and preventive strategies), published by INAIL (Istituto Nazionale Assicurazione Infortuni sul Lavoro). For the purposes referred above, Universities and Institutes for Higher Art, Music and Dance, as
well as in public research agencies, guarantee the availability of the necessary staff to carry out the aforementioned activities, pursuant to Legislative Decree, art. 87, par. 1, subpar. a), of 17 March 2020”.

Considering the current dangerous Covid-19 pandemic and in compliance with the recent regulatory provisions, including principles set out in “Protocollo di Accordo” (Memorandum of Understanding) “Protocollo Condiviso” (Shared Protocol), Presidential Decree of the Council of Ministers (DPCM) dated 11 June 2020 and Order no. 60 of Regione Toscana, the University of Pisa has drawn up this safety protocol which aims at providing all measures employees are required to implement in an effort to contrast and contain the Covid-19 spread at workplaces.

By reason of the foregoing, the University aims at planning activities, taking into account the following priority objectives:

- smart working as ordinary mode to carry out University activities;
- restricted number of workers to carry out in-presence activities essential, undelayable and foreseeable by the current law, including the possibility of working shifts;
- measures to ensure the progressive reopening of administrative activities and safe return of employees to their workplace, according to applicable provisions on people health protection adopted by the relevant authorities;
- safety measures to allow individual study and office access;
- safety measures to allow laboratory activities;
- smart working priority for workers with difficult personal or family situations and for commuting workers to minimize their movements.

2. SCOPE OF THE PROTOCOL

This protocol aims at providing operational guidelines to enhance all the necessary precautions to contrast and contain the Covid-19 spread in workplaces (except for the activities carried out by technical staff and professors within UNIPI-AOUP agreement, who are entrusted with healthcare and social tasks). As COVID-19 represents a generic biohazard, equal measures taken for the whole population must be adapted to the specific purposes of the public services and to the particular university work environment. The proposed protocol contains therefore the main preventive provisions to limit the spread of the new virus, according to and implementing the instructions provided by law and Health Authorities.

This safety protocol focuses on the following principles:

- measures to inform University staff and users;
- measures and procedures against epidemic spread (protection of workers and personnel authorized to access the University premises, access control to the University, use of face masks, PPE-Personal protective equipment, etc...)
- organizational measures to implement interpersonal distancing;
- hygiene and sanitization measures.

3. INFORMATION

Still implementing strategies for the epidemiological emergency, the University of Pisa continues to inform all its workers and authorized staff about hygiene and safety provisions to contain contagion,
through brochures, posters and panels available at the entrance and in the most visible places of the University premises (Annex 1), as well as with a regular update of the University webpage dealing with the Covid-19 (Rector Decrees issuing, managerial provisions and other regulatory measures, circulars, etc...), concerning:

- correct hand and respiratory hygiene;
- all updated instructions provided by authorities according to the pandemic development, and related in particular to:
  - employee duty to stay at home in the event of fever (over 37.5 °C) or other flu symptoms similar to Covid-19, and promptly notify the family doctor and the health authorities;
  - employee duty to avoid access and permanence in the University premises, and to promptly notify it if, after access, dangerous conditions persist (such as cough, temperature, etc...), or if coming from high-risk areas or having come into contact with people positively tested to the virus in the previous 14 days;
  - commitment to respect all the provisions of the Regione Toscana on safety distance and protection requirements, as follows:
    - keep an interpersonal distance of at least 1.8 mt and not less than 1 mt;
    - mandatory use of face masks in all indoor spaces;
    - mandatory use of face masks indoor, if the interpersonal distance is less than 1 mt;
      when moving, the use of face mask is mandatory if the safety distance is less than 1.8 mt (i.e. all activities entailing movements which cannot safeguard distance control);
  - the duty to promptly and responsibly notify the employer of the presence of any flu symptom similar to Covid-19 during the work activities, still keeping an adequate safety distance.
  - proper use of face masks and other personal protective equipment;
  - proper use of air-conditioning systems.

4. ACCESS TO UNIVERSITY PREMISES

Posters and panels (Annex 2) at the entrance of each University facility shall inform workers and authorized staff about:

1) no admittance for those persons having fever (over 37.5 °C);
2) symptoms of respiratory infection or other symptoms, such as dry cough, or nasal congestion, or sore throat or loss/decrease of taste or smell;
3) those having travelled from lockdown areas in the previous 14 days;
4) no admittance for those persons having contact with people tested positive to the virus in the previous 14 days.

Once informed of these provisions, before entering the University workplace workers and authorized staff are requested to:

- check body temperature at home. Infrared thermometers will be always put at disposal at the University premises to check body temperature during the working day. Please note that hydroalcoholic gel dispensers are available to clean hands before and after using thermometers.
- (only for employees exempted from clocking in and out) provide porters or persons in charge of data collection, selected by the Director/Chairman of Department/Centre/System, with name, surname and in-time to be entered in the attendance register\(^2\) of employees, along with a phone

\(^2\) When accessing for the first time, graduating students shall submit to the porter a declaration signed by their supervisor, providing laboratory in-time and out-time.
number (only for people not belonging to the university community\(^3\)). The unit responsible person shall ensure the keeping of a daily register to allow the prompt seal off any virus outbreak.

✓ wear their own surgical mask or any face mask provided by the central administration office supervised by the Unit Director/Chairman/Manager;

✓ sanitize their hands with the hydroalcoholic gel at the entrance, before accessing offices, or alternatively washing their hands with water and soap according to the proper procedure (see also point no. 5).

Throughout their stay in the educational, scientific, service facilities of the University, employees and authorized staff undertake to comply with all the provisions set out by authorities and the employer. In particular:

✓ keep interpersonal distancing and wear the face mask according to this Protocol provisions;

✓ take all hygiene precautions, especially with regard to hand cleaning;

✓ promptly and responsibly inform the employer about the presence of any flu symptoms during work activities, taking care of remaining at an adequate distance from the other present people and always wearing a face mask.

5. PERSONAL HYGIENE PRECAUTIONS

It is mandatory for all people authorized to access and/or stay in the University premises (including undergraduates, thesis students, grant holders, PhD students, PhD research grant holders, postgraduates) to take all hygienic precautions, especially with regard to hand cleaning, provided in “Istruzioni operative per i lavoratori ai fini del contenimento della diffusione di SARS-CoV-2” (“Operating instructions for workers to contrast and contain the Covid-19 spread” - Annex 3), recommending, inter alia, to sanitize hands often with water and soap and/or hydroalcoholic gels.

Suitable hand cleaning agents are available in all University premises, according to the number of present people and their distribution in the planimetry:

1. soap in toilet facilities;
2. disposable paper towels and litter bins near the washbasins;
3. hand sanitizer dispensers (gel with at least 60% alcohol content of) in common areas;
4. personal cleaning kit, along with instructions, to sanitize office tools.

Unit responsible persons shall ensure toilet facilities are always provided with soap and disposable towels, as for point 1 and 2.

Hydroalcoholic gel dispensers will be still available at each unit entrance to allow hand cleaning before entering and leaving the workplace.

Cloth towels have been replaced by Water-soluble paper towels.

It is forbidden to use electric hand dryers. The unit responsible person shall provide them with a prohibition sign.

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\(^3\) Third parties (different from students and teaching or temporary staff) without a formalized relationship with the University, hence making more difficult a possible contact tracing.
6. STAFF MOVEMENT AND COMMON AREAS MANAGEMENT

Poster, panels and informative notes recommend staff to minimize transfers among different units during in-presence activities. Remotely held meetings are to be preferred, unless specific needs, as set out in section 7a)

Lifts are not recommended for use, unless in isolation.

Access to common areas, including coffee break areas and changing rooms, is restricted with the provision of continuous ventilation of the premises, reduced time spent inside these spaces (i.e. people are allowed to buy products from vending machines but not to eat there) and the maintenance of a safety distance of at least 1.8 mt between people. Unit responsible person shall comply with the provisions set out in “Istruzioni operative per i lavoratori ai fini del contenimento della diffusione di SARS-CoV-2” (Operating instructions to contrast and contain the Covid-19 spread) in Annex 3.

Hand cleaning agents are available at the entrance of the common areas and users shall clean their hands before and after using vending machines for drinks and snacks.

Periodic sanitization and daily cleaning are guaranteed, with special detergents, on the keypads of vending machines for drinks and snacks. Interpersonal distance is mandatory in changing rooms as well, which will be accessed only by a restricted number of people at a time and provided with hydroalcoholic gel or liquid soap dispensers to allow a proper hand cleaning both entering and leaving the facility. Cleaning and sanitization are especially required for service cars and vehicles (such as agricultural vehicles, staff transports), in order to guarantee the staff safety throughout its transfer (vehicles’ cleaning and sanitization procedures are set out in Annex 3). Since vehicles surfaces are more likely to be contaminated, detailed and ad hoc procedures for their periodic or multi-day (during working days) cleaning and sanitization will be provided.

7. UNIVERSITY ORGANIZATION

Activities still suspended until 31 August:
- all front-office services provided by administrative staff, as well as in-presence meetings entailing gatherings with no guaranteed interpersonal distancing;
- all kind of in-presence conferences, meetings and events arranged by the University of Pisa, both in the city of Pisa and in other Italian municipalities;
- all in-presence teaching activities lessons, examinations, graduation exams and sessions, information services. Regulation on traineeships is set out in the Additional Provisions to the Rector Decree on Phase 2 starting;
- use of indoor study rooms.

Activities allowed until the 31 August:
- all T/A staff transfers/travels for national and international activities, which are undelayable and authorized by directors for research purposes. Missions undertaken by professors and researchers are regulated by the Additional Provisions to the Rector Decree on Phase 2 starting;
• use of outdoor study rooms, provided that the safety distance of at least 1.8 mt among seats is kept. Therefore, special signs will inform about the correct behavior to be adopted and the number of chairs will be limited to the allowed seats for each table. Tenders, Contract and Logistics Management shall ensure users will respect the relevant provisions.

Museums and related shops are open to the public, according to their specific Protocol.

In compliance with General Director’s provision no. 27628 of 11/3/2020 and subsequent extension of the Covid-19 emergency plan about Smart Working for T/A staff, smart working is implemented “as ordinary system of performance of working activity”, as for the aforementioned point 1. The employer shall ensure suitable conditions for employees to carry out their activities (assistance with the use of equipment, working time and breaks arrangement).

During in-presence activities authorized by managers and unit responsible persons, the following measures are adopted to contain the contagion risk:

- space remodulation to allow the presence of one worker per room (i.e. using also meeting rooms);
- if the previous measure cannot be implemented, remodulation of activities will include flexibility, working hours, daily and weekly arrangement of work, according to the applicable CCNL (National Collective Employment Agreement) and CCI (Supplementary Collective Agreement), in order to allow the presence of one worker per room.
- if more people need to work in the same room, the interpersonal distance of 1.8 mt is mandatory (i.e. placing workstations at a suitable safe distance)
- outdoor, the safety distance of 1.8 mt and not less than 1 mt is recommended. Where movement is required, it is mandatory to wear a surgical mark, if the interpersonal distance is less than 1.8 mt, along with any PPE foreseen by the risk assessment for specific tasks.

Activities will be arranged with working hours and task allocation safeguarding the interpersonal distance, in order to prevent any gathering.

Staff has been properly informed (see Annex 3) about the safety procedures to follow when using public transport to reach the workplace and return home (commuting), (i.e. the use of face masks).

a. Briefings, meetings, events and staff training

For staff meetings, dealing with both management and education, it is recommended to hold them remotely (using video meeting platforms provided by the University). Where in-presence meetings are strictly required, the following provisions must be guaranteed: interpersonal distancing (1 mt among people and at least 1.8 among seats in all directions), mandatory use of face masks, adequate cleaning and ventilation of the premises, hydroalcoholic gel dispenser at the entrance, recording of people presence, entry and exit procedures to avoid contacts.

All internal events and classroom training activities, even mandatory, are suspended and cancelled, except for mandatory training activity on hygiene and safety, as detailed below, or already arranged events. It is however possible to carry out remote training, even for workers in smart working.

Where possible, training activity on hygiene and safety will be carried out remotely.

Training/updating about health and safety in the workplace will gradually resume, in the event the training course involves a practical stage, ensuring the respect of measures to contrast and contain the contagion risk, as set out in the specific regional guidelines in Annex 5 of Order no. 60.
b. Administrative activities

Administrative activities will be carried out remotely also in Phase 2. In-presence tasks shall involve employees shifts and rotation (with the possibility to schedule entry/exit times to avoid as much contact as possible in common areas), along with the use of spaces originally designed for other purposes (i.e. meeting rooms).

In order to minimize contagion hazards, unit responsible persons may adopt the following strategies:

- if possible, one worker per room;
- or an interpersonal distancing of at least 1,8 mt among seats must be guaranteed. When two or more employees work in the same room, they must wear face masks and keep the interpersonal distancing of at least 1 mt for the period of time strictly necessary to carry out all the activity stages.

Particular attention is required in the event of shared workstations as, for instance, IT assistance or workstations with more users. For every change of user, employees must ensure a proper sanitization of surfaces as provided in chapter 10. Before transferring to another workstation or sharing it, when needed, a correct hand cleaning is required.

All employees are informed about:

- the necessity for room ventilation at the beginning/end and during all the working day, as important anti-contagion strategy.
- sanitization procedures for workstations, countertops, keyboards, mouse, phones, printers and any other device, by using sanitizing wet serviettes with alcohol content of at least 70% provided by the Administration Office, or any other sanitizing product with tested virucidal effect.

Laboratory, animal facilities and workshop activities etc...

Laboratory, animal facilities and workshop activities cannot be carried out remotely and do not allow to respect the measures to contrast and contain the Covid-19 spread. They involve temporary or fix-term subjects (research grant holders, last year PhD students, postgraduate students, graduate students, scholarship holders, fix term researchers type A) having a deadline for their study/work activities; or activities involving research projects or agreements on behalf of a third party, foreseeing a defined and undelayable deadline. Such activities require co-working to prevent from possible safety hazards (isolated work risk), therefore at least two workers are required, with granted proper distance.

Unit responsible persons are required to restrict the number of workers also with rotation/shifts.

When activities are carried out indoor, or outdoor but at an interpersonal distance of less than 1 mt, it is mandatory to use surgical masks, along with PPE/protective devices established by the risk assessment and related to specific tasks (i.e. FFP2/3 mask to protect oneself from specific task hazards but also from Covid-19).

The number of people allowed depends on the possibility to guarantee a safety distancing among seats of more than 1.8 mt and, however, an interpersonal distancing of at least 1 mt. The permanent use of face masks or more protective PPE⁴ is mandatory when carrying out activities indoor or when an

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⁴ Also because of specific risks ex D.Lgs. 81/08 (i.e. chemical or biological hazards entailing the need for breathing PPEs, such FFP2 or other).
interpersonal distancing of at least 1 mt outdoor is not granted. For activities involving movements it is mandatory the permanent use of a surgical mask, if the interpersonal distancing is less than 1.8 mt.

It is forbidden for workers to use the same workstation, equipment, vehicles, furniture, etc... at the same time. If possible, it is recommended also to avoid their shared use. If impossible, a correct sanitization must be guaranteed anytime the user changes. As regards sophisticated devices, which are impossible to be deeply sanitized, it is recommended a frequent hand cleaning, especially at the beginning and at the end of the use or, alternatively, the use of disposable gloves.

During research activities the following anti-contagion measures are adopted:

- when one/two persons use laboratory, animal facilities, workshops together, safety distancing measures are still necessary (distance among workstations of at least 1.8 mt and an interpersonal distancing of at least 1 mt at every stage of the work). Wearing face masks is still mandatory outdoor, when the interpersonal distancing of at least 1 mt is not possible. For activities involving movements it is still necessary the permanent use of a surgical mask, if the interpersonal distancing is less than 1.8 mt. The use of face mask is mandatory in indoor places in presence of other persons;

- in the event of research groups with common spaces/activities, their responsible persons cooperate to arrange a shift schedule for the use of premises, when the safety distancing set out in the previous point cannot be respected;

- workers are required to clean their hands before accessing the premises;

- at the end of the activity the staff shall clean surfaces using the available sanitizing agents and following the provisions on surface cleaning (it is recommended to use products with at least 70%, ethanol content or products with a chlorine alcohol content of 0,1% and active chlorine content of 0,5%, sodium hypochlorite content of 0,1% after cleaning);

- hand cleaning during working day and before leaving the premises. Please note that wearing gloves, for authorized purposes, does not replace the necessity of hand cleaning. Hand washing with water and soap or sanitization with hydroalcoholic gel are recommended before and after using gloves;

- before touching handles, phones, computers or others, it is recommended to take off possible contaminated gloves and wash hands;

- arrange the activity to avoid a shared use of workstations. If not possible, a correct sanitization must be guaranteed anytime the user changes. As regards sophisticated devices, which are impossible to be deeply sanitized, frequent hand cleaning is recommended.

For a correct use of gloves and proper hand cleaning, please see “Procedure di base per il rischio biologico” (Basic procedures for biological risk) at https://www.unipi.it/index.php/amministrazione/item/7803-procedure-disicurezza-inerenti-il-rischio-biologico

d. Meals management

Canteens for employees are not available at the University of Pisa, therefore workers shall eat at their workstation, then clean and sanitize it at the end of meals.

If workstations are exposed to dirtying, dusty, or noxious substances for specific tasks, it is forbidden for workers to eat and stay there during the meal.
The use of possible dining room (if available) is temporally forbidden and the unit responsible persons will do their best efforts to ensure the observance of this ban.

e. Emergency response officers

FFP2 masks, not-sterile double gloves, eye protections are available for emergency first aid officers (who are provided with the proper use instructions).

8. HEALTH SURVAILANCE

Collaboration with public hygiene authorities for the contact tracing of the University employees considered as close contacts with subjects positive tested for Covid-19.

The University collaborates with the Health Authorities for the definition of any “close contact” of any person present in the University who has been positive tested for the Covid-19 swab. This is to allow the application by the authorities of the necessary and appropriate quarantine measures. During the investigation period, the University may ask for any possible close contact to leave the premises as a precaution, according to the indications of the Health Authority.

Management of employees after the quarantine/Covid-19 contagion.

For the progressive reintegration of workers after Covid-19 infection, upon submission of certification that the swab has been tested negative according to the procedures provided for and issued by the territorial prevention department, the Occupational Health Physician shall carry out the medical examination prior the resumption of work (as for Legislative Decree n. 81/08, art. 41, par. 2, let. e-ter and subsequent amendments and additions), in order to assess suitability for work and specific risk profiles:

✓ regardless of the duration of absence for illness, also if less than 60 days, as concerns workers whose hospitalization was required;

✓ for more than 60 ongoing days of absence for illness, as regards workers whose hospitalization was not required.

Health surveillance plan

Medical examination will be scheduled considering the necessary cleaning and sanitizing procedures before and after the worker’s visit, as well as the need to avoid gathering. During this period preference should be given to visits ex art. 41, par. 2, lett. a), c), d), e-ter), in compliance with applicable law. Periodic health surveillance will be still reactivated, confirming information on contagion and infection hazards, as regards workplace and current epidemiological changes. Indications on self-control measures to deal with suspected symptoms will be provided.

Management of subjects with pathologies entailing particular risks in the event of Covid-19 infection

The Office of the Occupational Health Physician notifies the University Administration of situations of particular fragility and current or previous employee pathologies in compliance with privacy regulations. The fragility condition will be analyzed considering the current epidemiological risk, in order to establish a possible working time remodulation. Workers meeting the requirements under law no. 104, art. 3, par. 1 and 3, of 5 February 1992 (suffering from immunodepression, oncological diseases and subjected to life-saving treatments), should submit the application to the Occupational Health Physician and the
administration (see Annex 4) for a possible absence period. Workers who do not meet the aforementioned requirements, could apply for a medical examination ex art. 41 par 2 lett. c, so that the University physician can assess their current clinical situation to find better working conditions consistent with their state of health.

*Health safety protocol*

Being charged with the task of risk assessment and health surveillance, the Occupational Health Physician may suggest the adoption of diagnostic means if deemed useful to contain the virus spread and save workers health. Furthermore, the Occupational Health Physician shall apply the indications of Health Authorities on health surveillance.

*Collaboration with employer, Prevention and Protection Service (Servizio Prevenzione e Protezione – SPP) and Representative for Workers’ Safety (Rappresentante dei Lavoratori per la Sicurezza RLS)*

Occupational Health Physician and specialists in Occupational Medicine, referred to the Organizational Department Unit (SOD - Struttura Organizzativa Dipartimentale) of Preventive Occupational Medicine of Pisa University Hospital (AOUP), shall collaborate to propose and implement prevention and protection measures related to Covid-19.

### 9. STAFF PROTECTION EQUIPMENT

It is recommended an interpersonal distancing of at least 1.8 mt and not less than 1 mt to prevent from the contagion, in compliance with the provisions of the Regione Toscana.

Wearing a face mask is mandatory:

- a) travelling from home to work on public transport or in private vehicles with other non-cohabitants on board;
- b) before accessing the workplaces;
- c) indoor with other people;
- d) outdoor with other people when physical proximity is less than 1 mt;
- e) outdoor with other people and constantly moving, so that the interpersonal distancing of at least 1 mt is not guaranteed. In these circumstances it is mandatory to wear the face mask as a precaution;

University employees and authorized staff will be provided with:

1) one (1) surgical mask per person, per day;
2) disposable gloves, only for situations deemed necessary (i.e. use or maintenance of particular equipment or devices which cannot be completely and effectively sanitized and when healthcare activities are carried out);
3) PPE for first aid response officers.

Unit responsible persons shall control workers effectively use the aforementioned PPE.
10. CLEANING AND SANITIZATION

Daily cleaning and sanitization of premises shall be ensured and recorded on paper registers by the cleaning contractor. The employer commissioning the work, pursuant to Legislative Decree 81/08 art. 26, shall control the actual recording. All employees and authorized staff are required to clean and sanitize their workstation at the beginning of the activity, using personal kit, including product with ethanol content, as specified hereafter. This is necessary in particular in the event of shifts and shared use of spaces (offices, labs).

Daily sanitization of surfaces and items will be carried out along with the usual cleaning procedures, using disinfectants with tested virucidal effect, registered as Medical Surgical Presidium and Biocide, or products with an ethanol content of 70%, or with a chlorine alcohol content of 0,1% and active chlorine content of 0,5% (bleach), focusing on surfaces frequently touched with hands (such as doors, handles, desks, toilets etc.).

Different microfiber cloths will be used wet with water and soap for each kind of surfaces/items (i.e. doors, handles, windows, glasses, tables, light switches, toilets, taps, washbasins, desks, chairs, handrails, keyboards, remote controls, printers).

According to the cleaning protocol, it is required to cleanse first with water and cleansing products and after, when surfaces are dried, it is recommended to sanitize using disinfectants with tested virucidal effect, or products with an ethanol content of 70%, or with a dilute solution of sodium hypochlorite with active chlorine content of 0,5% for toilettes and other surfaces (i.e. bleach, considering the various chlorine content of the products on the markets), and of 0,1 % for other kind of surfaces, taking into account various materials, use and environment involved, or other similar professional detergents for cleansing/sanitization with caution to the kind of surface involved. Sanitization (namely, cleansing followed by disinfection) can be carried out in two steps, or in a single one using products with double effects.

Plexiglas® screens can be sanitized using products with an isopropyl alcohol content of 75% or with a hydrogen peroxide content of 3-5%, instead of alcohol or sodium hypochlorite.

Cleaning contractors shall ensure the ventilation of the premises before and after the cleaning procedure, especially when using potentially harmful sanitizing/detergent products (see dangerous sign on labels). Scented detergents are not allowed, to avoid useless pollutant substances and prevent from indoor air quality deterioration.

For vending machines of hot drinks, water and snacks available in close spaces, periodic cleaning/sanitization is guaranteed (by the professional cleaning contractors), along with a daily cleaning/sanitization (carried out by the staff in charge of vending machine care) of the keyboards using special detergents.

Employees are provided with a personal kit to clean office tools and related instructions.

Daily actions to be carried out in order to improve indoor air quality:

- Frequent ventilation of the premises must be guaranteed where workstations and staff are present. Open windows or French windows for at least 10-15 minutes, at the beginning and end of the working shift and every 2-3 hours, keeping closed internal doors. During ventilation, avoid discomforting employees with cold/hot airflows. It is recommended to keep windows or French windows closed during rush hour and at night.
Frequent ventilation must be guaranteed in environments/premises with vending machines of hot drinks, water and snacks as well;

In rooms without windows (i.e. archives, storage areas, bathrooms, etc...), air extraction devices must always be turned on when people are present.

In the event suspect cases of Covid 19 are in the premises, sanitization will be carried out with cleansing and disinfection procedures. Please note that coronavirus, such as SARS, MERS and SARS-CoV-2 can survive on surfaces up to 9 days, depending on the type of material, concentration, temperature and relative humidity, even if it is not certain if they continue to live. Sanitization must be carried out in compliance with provisions set out in the Ministry of Health circular letter no. 5443 of 22 February 2020.

11. AIR-CONDITIONING AND VENTILATION SYSTEMS AND DEVICES

Considering the amendments provided by the *Istituto Superiore di Sanità* (ISS - Italian National Institute of Health) reports no. 33 and 5 of 25/05/2020 and the common agreement of scientists that human thermal comfort is as important as the effort to prevent from Covid 19, air-conditioning and ventilation system and devices can be turned on, especially where the contagion hazard ranges from low to very low, provided that:

- windows are often open. It is recommended to open windows for at least 10-15 minutes when accessing the workplace, every 2-3 hours during the working day and before leaving. University Building & Construction Management will ensure ventilation in rooms provided with ventilation systems;
- mechanic ventilation system must be on also beyond the working hours, in order to guarantee a total air renewal;
- mechanic ventilation system maintenance (air recirculation, speed, filters, etc...) shall be carried out according to the guidelines provided by the Ministry of Health;
- employees shall set the air speed of airing devices (i.e. split, fan coil unit, etc...) at the minimum level;
- employees shall point airing splits upward to avoid direct flow on workers;
- Building & Construction Management and Tenders Management shall step up sanitization of filter and external surfaces (air inlet and grids);
- use of an air-conditioned room is allowed only to one person at a time. If another person comes, they both have to wear the face mask and respect the safety distance;
- when air-conditioned rooms are used by more persons, the safety distance of at least 1.8 mt among workstations must be guaranteed;
- this Protocol and the unit responsible persons shall inform employees about the use of airing systems.

**Fans and other air cooling systems.**

For other ventilation and air cooling systems or devices, please respect the following provisions:

- ceiling fan is allowed;
- table or floor fans:
  - ✓ are allowed if only one person is present;
  - ✓ are forbidden in presence of more people;
✓ are allowed in rooms used by more people but one by one, provided that at the end of the work each worker sanitizes the fan using products with ethanol content, as indicated for the workstation cleaning.

- Portable air conditioners (i.e. Pinguini) are allowed, provided that the interpersonal distancing of 1.8 mt is guaranteed if more people are present.
- Natural air supply must be guaranteed in any circumstance, as indicated above.
- This Protocol shall inform workers about provisions on ventilation and airing systems and devices.

**12. USERS MANAGEMENT (book lending, return and reference services)**

**Book lending and return**

Book lending is provided by online reservation on OneSearch and is scheduled on site to avoid crowding with priority to temporary or fix-term subjects (research grant holders, last year PhD students, postgraduate students, graduate students, scholarship holders, fix term researchers type A) having a deadline for their study/work activities).

Users having reserved some books will receive an email with time and site for collection in order to spread people along the opening times (Mon-Fri 9 am-1pm).

The Library staff, wearing masks and cleaning with hand sanitizer gel, will prepare the lending books closed in bags to avoid any risk of infection.

The lending service desks will have all glass or Plexiglas® protective screens or any other material for easy sanitization with qualified products and all staff will wear masks and clean often their hands with hydroalcoholic gel.

Access to the library will be allowed as follows:

- keeping an interpersonal distance of at least 1.8 mt as indicated by the posters/panels in each Facility/Building
- ✓ wearing a face mask covering nose and mouth;
- ✓ having sanitized hands with gel dispensers available at the entrance or on the desk.

Book return will be possible with or without reservation as specified on the webpage of each single library (https://www.sba.unipi.it/it/biblioteche). If possible, the return desk will be separated from the lending desk.

Users will return books in a specific box near the entrance with no contact with the library staff. At the end of the day, the box will be placed in a well ventilated room which is not usually for the staff and will be quarantined for 3 days.

The procedure will be repeated with other boxes for the next 3 days and after this quarantine books will be repositioned by the staff wearing face masks to their places to be ready for the next lending.

**On-site book reference**

If the book lending cannot meet the request, on-site book reference will be available upon reservation with priority to specific users categories (research grant holders, last year PhD students, postgraduate students, graduate students, scholarship holders, fix term researchers type A.)

After reservation users will receive an email with access instructions during working days (Monday-Friday) to avoid any gathering.
Access rules and procedures will be clearly given on libraries webpage and on posters/panels.

Each library of the Library Service of the University of Pisa will define the rooms for book reference with preference for those spaces easily controlled by the staff and will arrange seats in accordance with the interpersonal distance of 1.8 mt.

The Library system of the University of Pisa will also provide a room supervision:

- to control users respecting measures against spread defined in this protocol, in particular the mandatory use of face mask within indoor spaces and the use of hand sanitizer gel before handling books;
- to provide the book collection required for reference after sanitizing hands;
- to provide relevant information on the book reference desks to avoid their use without prior sanitization.

Use of lockers will not be allowed. Access to libraries is allowed only with small bags for personal belongings or laptop bags that will be placed on the floor near the seat. No personal object or book other than laptops, mobile phones or tablets within bags will be allowed into the libraries.

To avoid gathering of people in toilets facilities, measures for interpersonal distancing will be adopted especially in presence of adjacent washbasins: access will be allowed to one person at a time as indicated by posters. Bins for used masks will be available at the exit of the library and of the toilet facilities.

For book reference, Users will be required to:

- wear a face mask covering nose and mouth and keep it for the entire period of stay;
- sanitize hands with hydroalcoholic gel available at the entrance of the library, on the desk and near book reference rooms;
- keep the interpersonal distance of 1.8 mt;
- use only seats indicated by the staff;
- refer only to books in the library after hands sanitization, avoiding to wet fingers before turning pages, to cough and sneeze on books;
- indicate the books for reference at the moment of reservation. Access to shelves will be supervised by the staff. Books for reference will be left in specific boxes near the entrance.

Then books will be quarantined for 3 days in a specific box in a well ventilated room. After this quarantine books will be repositioned by the staff wearing face masks to their places to be ready for the next lending and reference.

All staff will be trained on the procedures to follow and on safe handling of books with a frequent hand sanitization and a correct use of face masks.

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**13. ACCESS OF FIRMS AND EXTERNAL SUPPLIERS TO THE UNIVERSITY PREMISES**

Procedures, routes and scheduled times for external suppliers’ entrance, transit and exit have been defined to reduce any contact with the present university staff avoiding access to offices, laboratories etc...
Except for routine maintenance or small interventions, in the event of construction sites inside the buildings, dedicated toilet facilities shall be identified and prohibited to the use by the university staff. Daily cleansing and sanitization will be provided by the contractor as defined by the safety documents annexed to the contract.

This Protocol provisions are extended, if applicable, to all contractors and will be included in safety documents foreseen by the current legislation (DUVRI, PSS, POS, PSC, etc...) and, if not applicable, those safety documents will provide equivalent and appropriate measures against spread.

The University of Pisa undertakes to provide contractors with all the information of this Protocol and to supervise the compliance of the current provisions by the contractor workers and third parties working at the University of Pisa.

If University Building & Construction Management has to perform activities, contractor working hours shall be arranged and notified, so that no university staff will be present in the work area.

14. MEASURES FOR SPECIFIC ACTIVITIES

The following University activities will be ruled by specific protocols periodically updated in compliance with new provisions and the epidemiological framework with the same advertising rules of this Protocol:

- Museums and related activities
- Procedure for staff recruitment

15. COMMITTEE FOR THE APPLICATION MONITORING AND UPDATING OF THE PROTOCOL

This Protocol, provided by the Prevention and Protection Service (Servizio prevenzione e protezione - SPP), has been edited and updated with the collaboration and the technical and scientific advice of the Technical Committee for Covid 19 including the Rector, the General Director, Francesco Menichetti MD, Professor of Infection diseases MED/17, Gaetano Pierpaolo Privitera MD, Professor of General and Applied Hygiene MED/42, and Rudy Foddis MD, Professor Coordinator of the Office of Occupational Health Physician.

The Committee is composed by:

Prof. Paolo Maria Mancarella - Rector (as Chairman)
Dr. Riccardo Grasso - General Director
Prof. Rudy Foddis - Coordinator of the Office of Occupational Health Physician.
Ing. Maria Luisa Cialdella - RSPP Coordinator
Ing. Sabrina Arras - SPP Area 2 Supervisor
Arch. Elisa Chicca - SPP Area 1 Supervisor
Avv. Sandra Bernardini - Legal and General Affairs Manager
Dr. Ms. Elena Perini - Tenders, Contracts and Logistics Manager
Dr. Ascenzo Farenti - Human Resources Manager
Dr. Luca Busico - Human Resources Unit
2 RLS members: Cristina Nali e Sandro Scatena
The Chairman shall be entitled to invite experts or vice-rectors with the relevant expertise.

16. PROTOCOL EFFECTIVENESS AND PUBLICITY

This Protocol and its amendments will be adopted by Rector’s Decree and all staff, permanent or fixed term, students, scholarship holders and all collaborators of the University of Pisa shall comply with it. This Protocol and its amendments will be published on the University Official Informatic Register and on the University website.