

Re-opening University facilities (Laboratories and Libraries) for research activities: operational indications and behaviour guidelines

1. Introduction

Starting from the 4th of May 2020, access to laboratories and libraries in Departments and University structures will be authorized for research activities to the professional figures and according to the indications and operating methods listed in this document, prepared by the University Crisis Task Force, supported by experts.

For other activities, it is valid what decided till now by the University; therefore, the following ones are forbidden: to carry out activities in person in the office if they can be made online, face-to-face meetings, travels (except those strictly necessary and related Covid-19 research). Access by external suppliers must be kept to a minimum, for which the Directors must identify entry, transit and exit procedures, in order to reduce chances for contacting staff in the laboratories.

It is also forbidden to access the University if those ones who want to enter, or one of their cohabitants, have a body temperature ≥ 37.5 ° C and/or are in contact with positive COVID-19 people, or have a combination of at least three of the symptoms listed in the table in Annex 2.

It is recalled that the first protection measure, on which all the others depend, is the SENSE OF RESPONSIBILITY of each one. Never as in this case, protection is effective only if implemented by everyone.

2. Validity

The content of this document will be updated following the evolution of the various provisions of the competent authorities.

3. Method of access

- a) In this initial phase, access is granted to professors, researchers, research fellows, PhD students, fellows of the University and affiliated research bodies and technical-administrative staff dedicated to research or necessary for letting structures work (emergency and first aid staff; departmental technicians, maximum 3 for scientific departments, 1 for socio-humanistic departments and service centers). Access to affiliated external laboratories is granted in compliance with the indications provided by the agreement and subject to coordination between those responsible for the containment measures for the diffusion of COVID-19.

Access to students carrying on researches for the final thesis (Master Degree students) and trainees is postponed to the 1st of June.

- b) Access for research is granted after viewing the INAIL training video at the link:

<https://www.inail.it/cs/internet/comunicazione/multimedia/video-gallery/videogallery-tutorial-conoscere-rischio.html>. For professors, researchers, PhD students and fellows, access is voluntary.

The health conditions for which the resumption of activity is contraindicated are assessed by the competent doctors of the University on the basis of the analysis of the medical documentation in their possession or on request (tel. 0382/593701, fax 0382/593702, uooml.boezio@icsmaugeri.it).

- c) Professors, researchers, PhD students, fellows and affiliated staff wishing to access laboratories must send a request to the Laboratory Manager by email at least two days in advance (Annex 1). If one cannot sign the document in person, s/he will be asked to sign it once s/he access the laboratory.
- d) Professors, researchers, PhD students, fellows and staff affiliated, for the first access, they shall fill out a declaration relating to their health situation (Annex 2) delivering it as soon as possible and in any case before they start to work, in a sealed envelope, to the Secretariat of the Director of the Department or to the Director of the Department, who will keep it for 6 months for any epidemiological purposes.
- e) It will be the responsibility of the Laboratory Manager to authorize researchers, postdoctoral students, PhD students, fellows and staff affiliated, to attend the laboratory (according to the research priorities), declaring that the research is carried out within the laboratory, following the hygiene measures indicated by current legislation and the requirements of the following point g (by filling Annex 3 for this purpose). The signed declaration (Annex 3) will be promptly sent electronically to the Department Director.
- f) Managers are asked to privilege the requests of those who can guarantee home-work mobility with their own means.
- g) The laboratory activity must be organized by the Laboratory Managers on shifts (if necessary), trying to limit the daily movements from home to work, guaranteeing a minimum space of 25 square meters per person (or a laboratory for a single researcher) and a frequent ventilation (if forced, without recycling), always by assigning the workstations at the maximum distance. It will be the responsibility of the Manager to manage the staff ensuring that activities are always carried out in the presence of a supervisor (in a separate place) and of the emergency team (in the facility).
- h) The people who access the University must be equipped and wear, for the period of stay, the masks (at least of the surgical type), maintain the interpersonal safety distances provided for by the current provisions and comply with all the other hygiene measures prescribed. To this end, the University has equipped the University entrances with a sanitizing gel dispenser, supplied the soap baths and disposable wipes; it will provide surgical masks to PhD students, postdoctoral fellows and scholarship holders, distributed by the research manager, for an initial period of 2 weeks.
- i) The Libraries of the University of Pavia, although continuing for the time being closed to the public, have drawn up an extraordinary plan for the provision of some basic services in a "contactless" mode

- Phase 2.1: "Distant (still), but (more) close"- available at the following link: <http://biblioteche.unipv.it/wp-content/uploads/2020/04/Fase2.1-ServiziBibliotecari.pdf> The service will be active starting from Monday 4 May and it may change in line with any new provisions issued by the competent authorities.
- j) Laboratory environments are excluded (except for floor cleaning) from normal cleaning and sanitizing activities: therefore, users must take care of cleaning / sanitizing the desks, the instruments used and in general the surfaces that have been touched at the end of the work shift, using hydroalcoholic disinfectant solutions or hypochlorite solutions with > 0.1% chlorine, if present in the laboratory, or supplied by the logistics service.
- k) The use of common areas is not allowed (for example: study rooms, refreshment areas), excluding shared laboratories (for which the conditions of point g apply) and toilets.

4. In case of discovery of infected people

In case of symptoms compatible with flu syndrome (and from possible Covid-19 infection), it is mandatory to stay at home and call the family doctor or medical guard (*guardia medica*) on the phone, or the regional toll-free number (800894545), telematically reporting it to the Manager of the research activity and copying the Director of the Department.

5. Additional tips and precautions

- a. Physical contacts (e.g. handshake) are prohibited.
- b. Always respect the minimum interpersonal distance prescribed by current regulations - unless technical or production impediments for which all compensatory measures must be taken (surgical masks, gloves, hand cleansing gel and sanitizing products).
- c. Take care of constant personal hygiene with frequent hand washing.
- d. Avoid touching your mouth, eyes and nose with your hands.
- e. Avoid exchanging telephones, keyboards, office or other work and/or study tools otherwise sanitize them.

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References

INAIL: Technical document on the possible remodulation of the containment measures of the SARS-CoV-2 infection in the workplace and prevention strategies

<https://www.inail.it/cs/internet/comunicazione/pubblicazioni/catalogo-generale/pubbl-rimodulazione-contenimento-covid19-sicurezza-lavoro.html>