

**Accessing laboratories, libraries and facilities of the University for research activities:
operational indications and behaviour guidelines
(updated on 8 June 2020)**

1. Introduction

Starting from 3 June 2020, access to the laboratories of the Departments for research activities will be authorized to the students of “specialities” (*specializzandi*) working at the University and to affiliated research bodies, to students who are writing the final thesis for the Master, to occasional external visitors (e.g. maintainers, suppliers, technicians, ...), external volunteers (e.g. former researchers or scholarship holders, provided that they’re graduated) only for research reasons, together with teachers, researchers, post-doc, PhD students, fellows of the University and of the affiliated research bodies and technical- administrative staff dedicated to research or necessary for the functioning of the structures (already authorized to do it on 4 May).

The Libraries of the University of Pavia, starting from 8 June, allow access for consultation of the material to categories of users defined in this document (see point 3j).

It should be remembered 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. Access Modalities

- a) Until the obligation pursuant to Regional Ordinance no. 547 and any updates to access the University facilities, it is necessary to measure the temperature in the points set up for this and located in the main entrances of the main buildings: self-measurement of the temperature is not enough. This applies to everyone: teachers, officers, students, research fellows, visitors, ... To give effect to this obligation and as a guarantee for the University and colleagues, it is also necessary to sign the appropriate registers placed at the points of survey every day. As an alternative to signing on registers or, in any case, if requested by your manager, a form must be signed before entering the University and then delivered to your manager / supervisor of activities, in which you declare that you have checked your temperature.
- b) It is also forbidden to access the University if those who want to enter, or one of their cohabitants, has presented one of two conditions: body $T \geq 37.5$ ° C, contacts with positive COVID-19 people, in the last 15 days.
- c) 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 teachers, researchers, research fellows, PhD students, fellows, postgraduates and Master thesis students, 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, uoml.boezio@icsmaugeri.it).
- d) Professors, researchers, research fellows, PhD students, scholarship holders, University students and affiliated research bodies (operating in University structures), graduate

students, affiliated and external staff wishing to access departmental laboratories (wet labs) or the spaces of departmental structures (dry labs) must send a request to the Head of the Laboratory (for access to wet labs) or to the Director of the Department (for access to dry labs), sending it by email at least two days in advance (as an example, [attachment 1](#)). In the impossibility of affixing the holographic signature, one is asked to sign the document once access has been made. External volunteer visitors (e.g. former-fellows or former-scholarship holders, provided that they are graduated) are required to provide the Director with a declaration of assumption of risk and responsibility (by way of example, attachment 3). *Lecturers, researchers, research fellows, doctoral candidates, fellows and affiliated staff already previously authorized to access do not have to do it again.*

- e) It will be the responsibility of the Laboratory Manager or the thesis supervisor (in the absence of the Supervisor) to authorize all the figures defined previously to access the laboratory (according to the research priorities), declaring that the research is carried out within the laboratory, in compliance with the hygiene measures indicated by current legislation and the requirements of the following point h (by filling in a declaration for this purpose, by way of example, [attachment 2](#)). The signed declaration will be promptly sent electronically to the Department Director. Authorization for access to departmental spaces other than laboratories with manager and for occasional external visitors for research purposes will be issued directly by the Director (see this [form](#) as an example).
- f) Access to the University service centres is guaranteed, upon communication from the Laboratory Manager to the Management Manager of the Centre (the agree on times and methods) for all authorized users according to point e.
- g) The managers are asked to privilege the requests of those who can guarantee home-work mobility with their own means.
- h) The laboratory activity must be organized by the Laboratory Managers (for wet labs) or by the Director (for dry labs) on shifts (if necessary), trying to limit the daily movements from home to work, ensuring a minimum space of 16 m² per person for wet labs (or a laboratory for a single researcher) or 10 m² for dry lab / office and frequent ventilation, always assigning workstations at maximum possible distance. It will be the responsibility of the Manager to organize the staff ensuring that the activities are always carried out in the presence of a manager and the emergency team.
- i) 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 prescribed hygiene measures. To this end, the University has equipped the entrances with sanitizing gel dispensers, replenished the soap baths and disposable wipes.
- j) The Libraries of the University of Pavia, while continuing to remain closed to the public for the time being, from the 8 June 2020 allows access to consult the resources to the following categories of users, provided that they undersign the form [Modulo di richiesta di ammissione alle sale di consultazione](#) and according to the modalities of the special plan for Libraries Services, Phase 2.2: "[Fase 2.2.: "Vicini, ma a distanza"](#)":
 - 1) bachelor students who are writing the final thesis;
 - 2) master students who are writing the final thesis;
 - 3) PhD students;
 - 4) researchers and scholarship holders;
 - 5) tutors;
 - 6) contractors;
 - 7) researchers;
 - 8) teachers

For access to the Library by (also) external volunteer visitors, no authorization from the Department Directors is required, since the libraries are not assimilated (at least in the specific circumstance) to the aforementioned laboratories (points 3d and 3e); on the other hand, it is sufficient for the 'external' user to fill in the aforementioned form under 'Other'. For access, all users must request by email the library of their interest, at least 48 hours in advance of the desired date.

From 8 June 2020, the local and interlibrary loan will continue to be offered in a 'contactless' manner for all categories of users.

For non-resident / non-domiciled users in Pavia and Cremona (and for the categories of users not mentioned in the list at the beginning), the book home loan service will continue to be active, by courier and without charges for the user

- k) Laboratory environments are excluded (except for floor cleaning) from normal cleaning and sanitizing activities: therefore, users must take care of cleaning / sanitizing the counters, the instruments used and in general the surfaces that have been touched at the end of the work shift, using hydro alcoholic disinfectant solutions or concentrated hypochlorite solutions > 0.1% chlorine, if present in the laboratory, or supplied by the logistics service.
- l) The use of common areas is allowed in compliance with the hygiene guidelines recommended by the University. In particular, it is essential to ensure, in addition to the use of the mask, the interpersonal spacing of at least 1 meter and, to avoid gatherings, a limited time within these spaces. The workstations used (e.g. dining room tables) or common equipment must be sanitized before use with alcoholic solutions > 70% or with solutions containing active chlorine with concentration > 0.1%

4. In case of detection 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' on the phone, or the regional toll-free number (800894545), telematically reporting it to the manager research activity and carbon copying the Director of the Department.

5. Further suggestions and precautions

- a. Physical contacts (e.g. handshake) are prohibited.
- b. Always respect the minimum interpersonal distance prescribed by current regulations, - except for technical or production impediments for which all compensatory measures must be taken (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 or sanitize them.

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References

INAIL: Technical document on the possible remodulation of measures to contain SARS-CoV-2 contagion in the workplace and prevention strategies:
<https://www.inail.it/cs/internet/comunicazione/pubblicazioni/catalogo-generale/pubbl- rimodulazione-contenimento-covid19-sicurezza-lavoro.html>