

Guidelines for all internship and for internship for theses carried on at external bodies (i.e. not at the University)

Following the communication of the Lombardy Region of 11 June 2020, these new guidelines replace those previously published.

These guidelines apply to any form of practical activity carried out at external bodies, proposed by the University. For the sake of brevity, all activities that fall under this broad definition are indicated in this document as "internships" in an all-inclusive sense.

The guidelines apply regardless of the specific regulation and practical organization of each form of internship.

The Ministerial Decree of 26 April 2020 and the consequent provisions of the Lombardy Region have authorized the restarting of certain work activities, provided that the companies are able to guarantee compliance with certain rules regarding hygiene and health and safety in workplaces.

Thanks to this provision, it is also possible to plan the resumption of traineeships with third parties for which there are no restrictions on the exercise of the activity deriving from government provisions, based on the ATECO codes.

Authorization to carry out these practical activities is normally subject to the following conditions:

- 1) the host organization is authorized to resume the activity as the safety conditions defined by the Government, by the regional ordinances and by the relevant safety protocols, integrated, based on the risk levels, by the technical documents of INAIL expected for the sector, the activity and the workplace;
- 2) the host organization uses the same safety protocols for the trainee as defined for workers by the corporate prevention protocol COVID-19 with which the host institution is equipped, or by any integrated safety operating instructions in the existing DVR;
- 3) the host organization has already signed an agreement, or undertakes with a specific declaration, to take charge of the protection measures and obligations established by the health and safety regulations in the workplace towards the trainees as for workers, pursuant to art. 2 of Legislative Decree no. 81/2008;
- 4) only if the host entity is a company that benefits from social safety nets (CIG, CIGD, bilateral funds, etc.), which has signed specific agreements with trade union organizations;
- 5) the promoter (the University) has verified the presence of the above conditions through the acquisition of a specific declaration by the host entity and has adapted the training project.

For the purposes of the obligations referred to in point 5, the procedure is as follows.

- A) the office responsible for activating the traineeship must verify the existence of an active agreement and the presence in it of the clause referred to in point 3), as well as specific provisions that guarantee the trainee protection against accidents and occupational diseases provided by INAIL and insurance for third party liability assumptions;
- B) if there is no active agreement or if the agreement does not contain the clauses referred to in the previous point, the internship can be authorized only after stipulating a specific agreement, or a specific addendum, which contains the clauses referred to in the previous point;
- C) having verified the above conditions, the office will have to contact the company tutors identified in the agreements to verify the availability to activate or reactivate the traineeship, and, in the case of a positive response, must send them the declaration attached to these guidelines (annex 1), which the host organization must return filled in and signed, with the documentation indicated therein;
- D) once the declaration referred to in the previous point has been acquired by the host organization, the office must prepare the training project specifying the obligation, both for the host and for the trainee, to adopt the security measures referred to in point 2), and indicating the activities that can preferably be carried out in "remote" mode, or any combinations between remote activities and face-to-face activities, as identified by the host entity;

- E) for suspended traineeships, the contents of the previous point must be inserted in a special addendum;
- F) the training project or specific addendum must be signed by the University tutor and the trainee;
- G) exclusively for subjects with certified disabilities or other forms of documented fragility, the office will also have to acquire the certificate of suitability for return to work issued by the competent doctor of the host institution;
- H) exclusively for host companies that have pending layoffs in progress, the competent offices must acquire the agreements referred to in point 4

Without these conditions, the internship cannot be activated or reactivated and must be interrupted if, in the course of time, these conditions were not met.

It is recommended to take a careful look at the aforementioned Communication of the Lombardy Region, attached, for the aspects relating to the 3 alternative possibilities provided by the legislation for the management of traineeships during the past emergency period and the related documentation burdens.