

**Access to laboratories, libraries and University facilities for research activities:
operational indications and behaviour guidelines
(1 September 2020)**

1. Introduction

Access to the laboratories and other departmental structures for research activities is authorized for researchers, research fellows, doctoral students, fellows, postgraduates working at the University and affiliated research institutions, for Master and Bachelor graduating students, and external visitors (eg former researchers or former fellows, in any case master's graduates, "visiting scientists"); access is also authorized for occasional external visitors (e.g. maintenance workers, suppliers, technicians, ...) and technical-administrative staff dedicated to research or necessary for the operation of the structures.

The Libraries of the University of Pavia allow access for consultation of the material held by all institutional users (see point 3j).

Finally, teachers are allowed access to their studies.

We remind you that the first protective 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. Modalities to access

- a) Until the obligation under the Regional Ordinance no. 590 of 31 July 2020 and any updates thereof, to access the research laboratories and libraries of the University, it is necessary to measure the temperature in the points prepared for this and located in main entrances of the main buildings. This applies to everyone: teachers, officers, students, fellows, visitors, ... To make this obligation effective and as a guarantee for the University and colleagues, it is also necessary to sign the appropriate registers placed at the survey points every day. As an alternative to signing the registers or, in any case, if requested by your manager, a form in which you declare that you have taken the temperature measurement must be signed before entering the University and then delivered to your managerial manager / activity manager (Annex 4).
- b) It is also forbidden to enter the University if those who want to enter have presented one of the two conditions: Body T ≥ 37.5 ° C; contact with COVID-19 positive people, in the past 15 days.
- c) Access for research activities is granted after viewing the INAIL training video at the link: <https://www.inail.it/cs/internet/comunicazione/multimedia/video-gallery/videogallery-tutorial-conoscere-risk.html>. For all, access is on a voluntary basis. The health conditions for which the resumption of activity is contraindicated are evaluated by the competent doctors of the University on the basis of the analysis of the health documentation in their possession or upon request (tel. 0382/593701, fax 0382/593702, uooml.boezio@icsmaugeri.it).

- d) Access is subject to submitting a request to the Head of the Laboratory (for access to the wet labs) or to the Director of the Department, by sending it by email at least two days in advance (by way of example, [attachment 1](#)). External volunteer attendants (e.g. former postdoc or former fellows, in any case master's graduates) are required to deliver to the Director a declaration of assumption of risk and responsibility (by way of example, [attachment 3](#)). Professors, researchers, research fellows, doctoral students, fellows and contracted personnel already previously authorized for access are exempted.
- e) It will be the responsibility of the Laboratory Manager or the thesis supervisor (in the absence of the Supervisor) to authorize the attendance of the laboratory (according to the research priorities), declaring that the research activity is carried out within the laboratory, in compliance with hygiene measures indicated by current legislation and the requirements of point h below (by filling in a declaration for this purpose, by way of example see [attachment 2](#)). The signed declaration will be promptly transmitted electronically to the Department Director. Authorization for access to departmental spaces other than laboratories with manager and for occasional external visitors for research purposes (eg. Maintenance workers, suppliers, technicians, ...) will be issued directly by the Director (see example [form](#)).
- f) Access to the University service centers is guaranteed, subject to communication from the Laboratory Manager to the Management Manager of the Center (times and methods agree) for all authorized users according to point e.
- g) Managers are asked to give priority to the requests of those who can guarantee home-work mobility with their own vehicle.
- 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), guaranteeing a minimum space of 10 m² per person for wet and dry labs, including offices, and frequent ventilation, always assigning workstations to the maximum distance. The interpersonal distance of at least 1 meter must always be respected. It will be the responsibility of the Manager to manage the personnel ensuring that the activities are always carried out in the presence of a supervisor and the emergency team.
- i) People entering the University must be properly equipped and wear masks (at least of the surgical type) for the period of stay and comply with all other hygiene measures prescribed by current regulations. To this end, the University has equipped the accesses with sanitizing gel dispensers, replenished the baths with soap and disposable wipes. Teachers within their study are exempt from the obligation to wear a mask, except in the case of studies shared with other teachers.
- j) The Libraries of the University of Pavia will remain closed to the public, but will allow access for consultation of the material owned to all institutional users, upon signing the new Application form for admission to the consultation rooms (Module-Phase 3.1) and according to the procedures defined by the extraordinary plan of the Library Services (Phase 3.1: "At a distance, but (even closer) close").
- k) The 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 tools used and in general the surfaces that have been touched at the end of the work shift, using hydroalcoholic disinfectant solutions or hypochlorite solutions at conc. > 0.1% chlorine, if present in the laboratory, or supplied by the logistics service.
- k) The use of common areas is permitted 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 dwell 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 a concentration > 0.1%.

4. In case of detection of infected people

In case of symptoms compatible with flu syndrome (and possible Covid-19 infection), it is mandatory to stay at home and call the family doctor or the emergency medical service on the phone, or the regional toll-free number (800894545), reporting it electronically to the manager of the research activity and in cc to the Director of the Department.

5. Additional tips and precautions

- a. Physical contact (eg handshake) is prohibited.
- b. Always respect the minimum interpersonal distance prescribed by the regulations in force, - except for technical or production impediments for which all compensatory measures must be adopted (masks, gloves, hand cleansing gel and sanitizing products).
- c. Maintain constant personal hygiene with frequent hand washing.
- d. Avoid touching your mouth, eyes and nose with your hands.
- e. Avoid exchanging telephones, keyboards, offices or other work and / or study tools or provide for their sanitation.

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References

INAIL: Technical document on the possible remodeling of measures to contain the infection from SARS-CoV-2 in the workplace and prevention strategies

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