

How to approach teaching safely

Didactic activity AA 20-21

Protocol contrast and virus containment Covid-19 University

The present document provides guidelines for the conduct of teaching in the presence during the current health emergency, in accordance with the provisions of Prime Ministerial Decree in force and in relation to the "*Guidelines for the full resumption of normal activities in the institutions of education higher for the academic year*" and of the "*Protocol for the management of confirmed and suspected cases of Covi d-19 in university classrooms*". It is mandatory to comply with the rules of conduct listed below, in order to comply with all the provisions for containing the infection and the Covid-19 virus.

A. Preliminary Provisions

- The tests will be carried out in presence or distance (on the provisions of the Academic Senate) and the lessons will be conducted in distance or blended learning through interactive whiteboards Huawei;
- exams and lessons are divided between the body of the classrooms and the main hall of the Casamassima site;
- teachers with proven and particular needs foreseen by the DPCM may request authorization to be able to carry out exams and lessons totally remotely, by sending an email to the Directors of their Department;
- students with proven and particular needs foreseen by the DPCM will be able to request to take exams and lessons totally in distance;
- it is advisable not to go to the University in the presence of flu-like symptoms associated with the COVID-19 epidemic (body temperature above 37.5° C, cough, asthenia, myalgia, rhinorrhea, breathing difficulties, pneumonia);
- arrive at the office already equipped with their own mask and respect the hygienic-sanitary measures established by the University;
- for the entire duration of the presence at the University, it is mandatory to wear a mask to protect the respiratory tract and, at the discretion, also the visor provided upon request to access the University, to the personnel in charge, to protect the respiratory tract; during the lessons it is allowed to remove the mask, if equipped with a visor, keeping a distance of at least 2 meters from the students;

- avoid gatherings and physical contact, keeping the interpersonal distance of at least 1 meter;
- avoid touching your face and mask;
- respect the indications given in the horizontal and vertical signs prepared for the prevention of the spread of Covid-19 (e.g. use of elevators, photocopiers, etc.);
- wash your hands frequently or use the special dispensers of sanitizing solutions to keep them clean;
- in order to minimize the risk deriving from the use of materials such as pens, sheets and all that is in contact with candidates, service personnel and colleagues, the use of personal material is recommended;
- precautionary quarantine conditions and / or ascertained positivity must be communicated via email to the Directors, the Department secretariat and, the University Covid Manager;
- the Head of the University Covid-19 Task Force is and the University Manager Giaky Degennaro gdegennaro@lum.it and the Covid-19 Head is Louis Lonigro lonigro@lbsc.it;
- in the case of a visiting scholar by teachers or students, it is mandatory to fill in the following regional self -report form and undergo a 14-day quarantine: <https://www.sanita.puglia.it/autosegnalazione-coronavirus> and <https://limesurvey.istsvc.regione.puglia.it/index.php/119341?lang=it> .

B. Teachers Area

- The *Intranet site* : <https://sites.google.com/lum.it/intranet-docenti-lum/home?pli=1&authuser=0> is restricted to teachers with their own institutional account Lum. In the *Home* of the site there are: the electronic booklet of lessons and activities, documents and useful links; management is the responsibility of the Director and the Department Secretariat;
- the guidelines for the conduct of *graduation sessions* and *Covid Protocol University* are always on the *intranet site* in the "Documents" section.

C. Access to the University

Is required:

- measure body temperature using the tools made available by the University;

- complete and sign the privacy form **ONLY once** and have read the University Anti-contagion protocol (submit it already complete or fill it in on site) : <https://drive.google.com/file/d/1nTOEC1fM2NBXcVXnNEyjSmGC-UkILV7R/view?usp=sharing> ;
- wear your mask all the time spent in the structure and the visor provided for those it deems necessary (you may use only the visor during the lessons keeping a distance of more than 2 meters by students or during the examination, in all other cases the use of the mask is mandatory, which cannot be replaced by the use of the visor only);
- go directly to the target classroom, and do not circulate unnecessarily in the common areas;
- frame the QR code for access to the facilities (Rectorate, Lecture Hall, Aula Magna, Master Classrooms).

D. How to use automatic food and beverage dispensers

- Access to food and beverage distributors is allowed to one person at a time;
- there is signs on the ground (stickers, etc.) indicating the social distance to be respected;
- before accessing the dispenser, you must clean your hands with alcoholic gel and wear the gloves present there;
- particular care will be taken, during the daily cleaning operations, the cleaning of surfaces and vending keypads of foods and drinks.

E. How to behave in the presence of a Covid case at the University:

- In the event that a suspected case is identified in the classroom and / or during curricular activities (exams, degrees, ...) (i.e. a subject with body temperature above 37.5 ° C, or symptomatology compatible with Covid-19) this must be adequately isolated (in a dedicated room or in a designated isolation area) from other people, if not those strictly necessary for his assistance and who in any case must wear surgical masks and try, within the limits allowed by the situation, to stay at at least one meter away. It is necessary to ensure that he can return to his home as soon as possible, inviting him to contact his general practitioner (GP) or, in his absence, the USCA or the DdP for the necessary clinical evaluation and any test prescription diagnostic. The area frequented by

the subject or with the symptoms must be sanitized in an extraordinary way. In this case, the suspension of the didactic activity in presence is not indicated, which will be ordered in case of confirmation of the suspected case. The case, confirmed at this point, will trigger the procedure referred to in the following point;

- in the event that the University becomes aware, through the Competent Health Authority, of a confirmed case of COVID-19 referring to a student or a teacher present in the classroom or to the administrative and technical staff responsible for supporting the teaching, on a given day, the LUM Offices and the LUM Covid-19 Contact Person collaborate with the competent health authority to adopt the necessary measures;
- in case of confirmation of a subject affected by Covid-19, in conjunction with the local health authorities, the classroom is closed and disinfected and sanitized, according to the procedures established by the protocols in force;
- in case of flu-like symptoms associated with the Covid epidemic, contact the responsible offices of the Puglia

Region: <https://www.regione.puglia.it/web/salute-sport-e-buona-vita/coronavirus/chi-contatto>;

- in the event that the presence of a Covid case is ascertained , a 14-day quarantine will have to be carried out and at the end of the same it is mandatory to swab even in the absence of symptoms;
- all the people present in the same classroom, office or laboratory must carry out the swab and quarantine;
- the result and the certified documentation must be communicated to segreteria.studenti@lum.it;
- if the swab is carried out within less than 14 days, it will have no validity and access to the university will not be allowed;
- The LUM supports the contact tracing activity by simultaneously transmitting to the Competent Health Authority the list of teachers, technical administrative staff and students enrolled in teaching and / or on the shift with the case confirmed in the period between the two days preceding the onset of symptoms or swabs and the date of initiation of isolation.

F. How to behave in the classroom

- It is not allowed to circulated in the classroom;

- the students' workstations are alternated in a "checkerboard" pattern, respecting the distance of 1 meter (tolerable +/- 10%);
- each classroom is equipped with: pc, speakers, video projectors, interactive whiteboards, graphic tablet, audio system, microphones and sanitizing material;
- any particular case that will have specific needs in attending lessons or exams will be reported by e-mail by the student secretariat on your LUM institutional account (surname@lum.it);
- it is not allowed to change the workstations once occupied (for example, in the classroom, in the laboratories, etc.);
- in case of special events or any other information you can refer to gedegennaro@lum.it .

G. How to take an exam

- Those who perform the examination in distance will have to meet and deliver the following documents (privacy audio / video recordings, teacher statement, verbal examination committee written or oral): [https://drive.google.com/drive/folders/1_OS - Pw6D31UDwa2JpTnGnkh60IOcC4r8?Usp=sharing](https://drive.google.com/drive/folders/1_OS-Pw6D31UDwa2JpTnGnkh60IOcC4r8?Usp=sharing);
- during the written exams, students must remain seated in their workstations and the test must be delivered and collected by the teacher with the use of gloves (request them from the staff in charge when entering the University);
- during the oral examinations, if there were to be using or signing paper booklets, reports or other material, you need to use protective gloves and / or sanitize your hands;
- ventilate the rooms frequently, we advise you to create an always airy environment and to communicate to the professors secretariat segreteria.mft@lum.it or segreteria.sgi@lum.it the number of exam commissions envisaged (e.g. n.3 , 2,1) and the number of teachers for each commission in order to be able to set up all the stations with all the necessary material;
- it is advisable to keep the distance of 1 meter even when the commission is made up of two teachers seated side by side, even if you are wearing a mask and / or visor;
- we remind you that for both face-to-face and remote exams the report must be filled in only on Esse3 (<https://drive.google.com/file/d/1->

[LLJxEDmoFLFQThKJa1JU3arj-Fa0qRa/view?usp=sharing](https://drive.google.com/file/d/1JRMryq5nC0UnXQon7CPOeBl-vsP8fSWA/view?usp=sharing)) in case of clarifications refer to nanna@lum.it ;

- for any doubts refer to gdegennaro@lum.it .

H. How to take a lesson

- The slide "Educational programming of the 2nd semester 2020- 21: Covid Emergency " (see teaching slide 2nd semester 20/21) [https://drive.google.com/file/d/1JRMryq5nC0UnXQon7CPOeBl-vsP8fSWA/view?usp= sharing](https://drive.google.com/file/d/1JRMryq5nC0UnXQon7CPOeBl-vsP8fSWA/view?usp=sharing);
- students must respect the spacing by following the directions for seating;
- The teachers will give lessons even with the visor (no mask), provided they comply with a distance of 2 meters of the students;
- it is forbidden to circulate and carry out group work in the classroom, workshops, etc.;
- for the detection of attendance per class / course is prepared a computer system that provides, by the student, the QR present classification in each station, and the inclusion of "code course / lesson " that will simultaneously release from professor. Each teacher will be assigned and communicated more or less 30 codes, which must be assigned and changed at each lesson. Those who do not receive or need other course codes can write to help.segreteriadocenti@lum.it;
- the classroom and the time slot of belonging will be present on the didactic calendar;
- in each classroom there will be the time slot of belonging;
- only room 3 will have an independent exit but the same entrance must always be used;
- it is recommended that, where the students are over 15, it is advisable to go in and d out in stages (for example, for rows of benches);
- the didactic material will be available only on the LUM drive or Classroom Courses; we remind you that the Classroom course drive is not connected and is not the same drive as the LUM drive and it is necessary to communicate the registration code and the name of the course to segreteria.mft@lum.it and segreteria.sgi@lum.it.

I. How to do the Masters

- The masters (lessons and exams) will be delivered remotely through the Google platform;
- if lectures and exams will be held in the Rectorate classrooms, the temperature measurement for access to the university and the compilation and signing of the privacy form must be carried out by the tutor of each master who can contact lonigro@lbsc.it to collect all the necessary material that must be returned to the same;
- the programming and booking of the master classrooms of each master held in person must be carried out weekly by sending an e-mail to gdegennaro@lum.it, romanelli@lbsc.it, basso@lum.it and specifying (master name, part number ecipanti, date and time, tutor and e- mail).

J. Final provisions

The LUM University guarantees:

- the concrete possibility of accessing frequent and effective hand hygiene;
- adequate ventilation in indoor environments;
- adequate cleaning and sanitation of environments and surfaces;
- the sending and dissemination on the web of all information and security measures of our University: <https://www.lum.it/emergenza-coronavirus/>;
- the University

Access Manual: <https://drive.google.com/file/d/1JZ5awOSJUyz-SMPRxJZ5gcKGo0t6qsEz/view?usp=sharing>.