



## 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 presence during the current health emergency, in accordance with the provisions of Prime Ministerial Decree in force in relation to the "*Guidelines on the full resumption of normal activities in the institutions of higher education for the academic year*" and the "*Protocol for the management of confirmed and suspected cases of Covid-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**

- Classes will be conducted in the "blended" mode and examinations will be carried out in the presence or in distance (on the provisions of the Academic Senate), without prejudice to any other possible disposal of the competent authorities;
- the graduation sessions will be held face to face or remotely (on the instructions of the Academic Senate); the documents and guidelines for participating and carrying out the same are available on the Lum website, in the "*Forms*" section, at the following link: <https://www.lum.it/calendari-didattica/>;
- They will perform the examinations and lessons in distance those who have special needs in reference to the Prime Ministerial Decree in force and must report it and / or by filling out a Google form and / or by sending an e-mail [segreteria.studenti@lum.it](mailto:segreteria.studenti@lum.it) the self-declaration and the presentation of a certification. All those with disabilities or SLDs must report it to the LUM Insieme office [insieme@lum.it](mailto:insieme@lum.it) and to the student office [segreteria.studenti@lum.it](mailto:segreteria.studenti@lum.it) by sending a self-declaration and the presentation of a certification to both offices. To download the Self-declaration Form to request the performance of distance learning activities click here: <https://drive.google.com/file/d/1YYwZC26KqBFx78c6HgM7NUKp856geWnF/view?usp=sharing>;
- do not 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 in the office it is mandatory to wear a mask to protect the respiratory tract;
- avoid gatherings and physical contact by maintaining an interpersonal distance of at least 1 meter;
- avoid touching your face and mask;
- comply with the indications given in the horizontal and vertical signs prepared for the prevention of the spread of Covid-19 (for example, use of a lift, photocopier, etc.);
- frequently wash your hands or use the appropriate sanitizing solutions dispenser in order to take them clean;
- in order to minimize the risk deriving from the use of materials such as pens, papers and all that is in contact with candidates, service personnel and members of the Commission, the use of personal material is recommended;
- the management of the common areas (for example, machines, corridors, services) must be carried out in compliance with the rules: wearing a mask, sanitizing the hands, respecting the horizontal and vertical signs and the spacing of at least 1 meter;
- in the event of a precautionary quarantine or ascertained positivity, it must be communicated for the purposes of contact tracing, by email, to [segreteria.studenti@lum.it](mailto:segreteria.studenti@lum.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. Access to the University

Is required:

- **BEFORE** accessing the university and attending **each lesson, it** is mandatory to frame and register using the QR code for accessing the facilities (Classroom body, Lecture hall, Master classrooms), registration with the QR code will certify the student's presence in the University and it must be delivered at the entrance before entering the facility;
- measure body temperature using the tools made available by the University;
- complete and sign the privacy form for temperature measurement (deliver it already complete or fill it in on site) , this form will always remain valid and must be signed ONLY for the first access to the University: [https://drive.google.com/file/d/1HEE6BGIVDrUuH\\_pb9TjuZWrNXEcOUZwp/view?usp=sharing](https://drive.google.com/file/d/1HEE6BGIVDrUuH_pb9TjuZWrNXEcOUZwp/view?usp=sharing) ;
- wear your own mask for the entire time spent in the facility;
- go directly to the target classroom.

## C. How to use food and beverage vending machines



- Access is allowed at a distance less than 1 meter for food and beverage distributors and is allowed to one person at a time;
- for this purpose there are signs on the ground (stickers, etc.) indicating the social distance to be respected;
- before accessing the vending machine, users are responsible for cleaning their hands with alcoholic gel and wearing 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.

#### **D. 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) 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 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 the possible prescription of the test diagnostic. The area frequented by the subject 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 teaching support activities, 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 closure and disinfection and sanitation of the same are arranged , according to the procedures provided for 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 conclusion of the same it is mandatory to carry out the 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](mailto: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 previous days the onset of symptoms or swab and date of initiation of isolation.

## **E. Didactics**

### **1) Face-to-face lessons**

- Lessons will be held at the Casamassima seat and will be divided between the body of the classrooms and the main hall of the Rectorate;
- will be identified with appropriate signs non-usable stations;
- the positions are alternated in a "checkerboard" pattern, respecting the tolerable spacing of 1 meter;
- it is not allowed to change the workstations once occupied (for example, in the classroom, in the laboratories, etc.);
- in order to not create gatherings lessons will have a duration of nominal 2 hours and a duration of 1 hour and 30 minutes, therefore, the break will not be scheduled within the lesson but only between one class and another . It will be allowed to attend the spaces outside the teaching room one at a time and only for specific needs, respecting the social and safety distancing measures (see Teaching slide 2nd semester 2020/2021) : <https://drive.google.com/file/d/1iQLQ-6WhHD168XqwbZJFCmbgoHXheA7X/view?usp=sharing> ;
- the time of entry and exit is staggered between the different classrooms. It is advisable to fully respect the timetables so as not to create overcrowding in the corridors during lesson changes;
- detection of the attendance in the classroom will be done through a computer system, framing the QR present in each station and inserting the "course code" contextually dictated by the teacher;
- leave the classroom after the lesson, avoiding crowds and respecting the personal distance of 1 meter.

### **2) Lessons in distance**



- The distance lessons will be held through the Google Meet platform and the modality of participation will be specified on the online teaching calendar published on the LUM website : <https://www.lum.it/calendari-didattica/>;
- during participation, it is advisable to deactivate the microphone and activate it only when necessary;
- it is advisable to keep the off and turn it on webcam at the request of the teacher;
- The detection of attendance in the classroom will take place through a computer system, framing the QR present in each workstation and inserting the "course code" dictated by the teacher at the same time.

### 3) Exams in presence

- You will always have to frame the QR code for access to the facilities (Corpo Aule, Aula Magna, Master classrooms);
- exams are divided between the body of the lecture halls and the aula magna;
- non-usable workstations will be identified with appropriate signs;
- the positions are alternated in a "checkerboard" pattern, respecting the tolerable spacing of 1 meter;
- it is not allowed to change the workstations once occupied (for example, in the classroom, in the laboratories, etc.);
- leave the classroom after the outcome of the test, avoiding crowds and respecting the personal distance of 1 meter.

### 4) Distance Exams

- Those who perform the examination in distance will have to meet the following handbook and Delivery are related documentation: <https://drive.google.com/drive/folders/1v66bbLgmk45XgF41jgaCRbYaX1icNwYu?usp=sharing> .

### 5) Tutoring

- Tutoring at the Casamassima seat can only be carried out remotely through the Google Meet platform. The modality of participation will be specified on the online educational calendar published on the LUM website <https://www.lum.it/calendari-didattica/>.

## F. Laboratories and Library

- It will not be allowed to access the study rooms;
- in the Laboratories and in the Library is allowed access for max. three people at a time and by reservation only by filling out the



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following form : [https://docs.google.com/forms/d/e/1FAIpQLSfO5jbCYCLfYHw8z0lis\\_lzcV5k5EJHez1cPXC9TLq7PwCBHw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfO5jbCYCLfYHw8z0lis_lzcV5k5EJHez1cPXC9TLq7PwCBHw/viewform).

## **G. 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/>;
- manual of University

Access: <https://drive.google.com/file/d/1KJkj7Cmn04YL4tOdGHH7Us55nwYdqrVF/view?usp=sharing>.