

RULES OF CONDUCT

In order to prevent the spread of SARS-CoV2 during the gradual relaxation of the safety measures taken during the Covid-19 pandemic, the following rules of behavior are established, which must be observed by all those who enter the University.

How successfully we can contain the spread of the virus depends on how each one of us behaves.

If the following cases occur, you cannot access the university spaces:

- a)) presence of flu-like symptoms (sore throat, runny nose, cough, shortness of breath, nausea, conjunctivitis, loss of sense of smell and/or taste) or body temperature above 37.5 degrees Celsius. In these cases you must stay at home and inform your doctor; if you are an employee of unibz you must also notify the personnel office you refer to (Personnel office for teaching staff if you are part of the academic staff; personnel office for administrative staff if you belong to the technical-administrative staff). It is advisable to check your body temperature under your own responsibility before leaving home.
- b) if you have been in contact with people infected with COVID-19 or have undergone quarantine or health surveillance and trust isolation during the last 14 days;
- c) if you live with people who have been found infected and/or are suspected of being infected with SARS-CoV-2, or with people placed in mandatory preventive quarantine.

If you find out that you have a fever or show flu-like symptoms as described above while you are at the university, immediately inform the relevant Personnel Office (Personnel office for teaching staff if you are part of the academic staff; Personnel office for administrative staff if you belong to the technical-administrative staff), make sure you keep an interpersonal distance of at least 2 meters in order to activate the protocol for handling confirmed and suspected cases of Covid-19 in university classrooms.

Upon entering the university, the person declares that there are no reasons for exclusion such as those stated above and that he/she has read the following rules of conduct, which are also published in the entrance area, along the hallways and on the unibz homepage <https://www.unibz.it/de/home/covid-19/>, and that he/she will follow them strictly:

1. To reach unibz
 - a) prefer private means of transportation such as a bicycle and/or a motorcycle, or come on foot;
 - b) respect the interpersonal distance of at least 1 meter; if this is not possible, wear a mask;
 - c) respect the safety rules on the use of public transportation, in particular the obligation to wear the mask.
2. Use only the entrance and exit points and the internal routes provided for moving inside the buildings that have been identified by unibz.
3. Follow the signs and directions posted in unibz, especially those concerning the health and hygiene rules and the behavior to be adopted.
4. Wear the devices to prevent the transmission of contagion (face masks and gloves if necessary) in the proper way and follow the instructions for their maintenance and proper disposal.
5. Wash your hands regularly with soap and/or disinfectant, especially before and after having eaten and used the toilet.
6. Avoid touching your eyes, nose and mouth with your hands.
7. If you cough or sneeze, cover your mouth with your elbow or a handkerchief.
8. Avoid close and prolonged contact with people during activities and keep a distance of at least 1 meter. Avoid hugs and handshakes.

9. Avoid close contact with people showing symptoms of respiratory infections (fever, cold and/or cough).
10. Avoid moving inside the university buildings as much as possible and prefer maintaining contact by means of phone calls and/or videoconferencing; if this is not possible, use the shortest route.
11. Limit the activities carried out together with other people to the cases where sharing the room is absolutely necessary
12. Avoid staying in places where there is a risk of crowding, overcrowding and gathering of groups of people, especially at entrances and exits, at the reception as well as near the clock, the disinfectant dispensers and the elevator entrance; also, pay attention while walking along hallways or using the stairs and other passages. In case of a possible large gathering of people, move quickly away.
13. Use the stairs instead of the elevators; if this is not possible, for whatever reason, comply with the rules on distancing posted inside the elevators.
14. In the university rooms, occupy only the assigned or specifically identified seat and avoid interpersonal contacts; if this is not possible, keep a distance of at least one meter from your counterpart.
15. Objects and materials (e.g. desk, notebook, headphones, keyboard, mouse, badges, bottles, glasses, etc.) may be shared with others only if proper disinfection is granted before each usage, under the single user's responsibility.
16. Provide learning materials and documents in digital format.
17. unibz guarantees cleaning several times a day; nevertheless, stick to the rules for a correct hygiene when using the toilets.
18. Once you have entered the university premises, you cannot leave the building except for proven reasons and/or for reasons related to your field of activity.
19. Avoid picking up documents and/or objects handed over by third parties if you are not wearing a mask and gloves (if required).
20. Contact with external personnel operating inside the unibz buildings is only possible with prior authorization and/or for reasons related to your field of activity.
21. In general, appropriate contagion prevention devices must always be worn when interacting with third parties.
22. Respect all the measures indicated by the competent authorities and/or provided for by the university for facing the health emergency.
23. In your private life, adopt a responsible behavior and comply with the rules and precautions in force. Remember: if you protect others, you also protect yourself.

Specific rules for classrooms

1. In-attendance lectures are held in the presence of the teacher responsible for the classroom. If for any reason a teacher cannot be present, he or she will be substituted by another teacher in the classroom.
2. Respect the maximum number of people allowed for the classroom and shown next to the classroom door. If this limit is reached, the classrooms may not be entered by additional visitors and people exceeding the allowed number must leave immediately.
3. Occupy only the permitted seats (which are specifically marked), which guarantee a safety distance of 1 meter. The seats may not be moved.
4. Always wear your mask.
5. The lecturer may remove his/her mask when seated (at his/her "chair"), provided that a minimum distance of 2 meters is maintained from other people and that everyone else wears the mask correctly.
6. Wash your hands with soap and/or disinfectant before entering the room.
7. Comply with the directions concerning personal hygiene and behavior measures that are posted in the classrooms or next to the doors.
8. If the room is fitted with windows, ensure adequate air change for 2-5 minutes after every hour. Classrooms without windows are provided with a ventilation system guaranteeing at least the same

standard of air exchange and which is supplied exclusively by external air, without internal recirculation of the air.

9. Avoid any large gathering of people, in particular while entering or leaving the classroom or the laboratory and when moving to another classroom.
10. When leaving the classroom we recommend you to exit neatly and by rows, starting from the row closest to the exit door; the others are requested to remain seated until it's their turn, in order to avoid people to gather at the door.
11. if a break is scheduled during the lecture, follow the same procedures for entrance and exit and take care that each student goes back to the same seat he/she had previously occupied.
12. Leave the classroom at the end of the lecture and if you have no other study commitments (lectures, lecturer's office hours, etc.) leave the University.

Specific rules for laboratories and workshops

1. Specific rules of conduct have been set up for the laboratories and workshops and can be found on site and on the unibz website.

Specific rules for offices

1. Respect the maximum number of allowed people for each office, which is shown next to the office door. If this limit is reached, no one else may enter the office and exceeding people must leave immediately.
2. Always wear a mask when there is more than one person in the office, when you move away from your workstation or when you are unable to ensure a safe distance of one meter between you and other people.
3. Wash your hands with soap and/or disinfectant before entering the office.
4. Disinfect your workstation at least once a day with the appropriate cleaning agents.
5. If there is no artificial ventilation, ensure adequate air change in your office and near your workstation for 2-5 minutes every hour by opening the window.

Specific rules for meeting rooms

1. Meetings should be preferably held remotely.
2. Respect the maximum number of attendees allowed for the meeting room and shown next to the meeting room's door. If this limit is reached, no other visitor can access the meeting room and people exceeding the allowed number must leave immediately.
3. Respect the physical safety distance of at least 1 meter and use a mask unless you take the floor.
4. Wash your hands with soap and/or disinfectant before entering the room.
5. Before and during the meeting, the person in charge of organizing the meeting takes care of the ventilation of the premises.
6. Where artificial ventilation is not available, ensure adequate ventilation for 2-5 minutes every hour by opening the window.
7. After the meeting, the person responsible for organizing the meeting takes care of proper disinfection of the contact surfaces.
8. Comply with the notices concerning personal hygiene and behavior measures that are posted in the room or next to the door.
9. Avoid any large gathering of people, especially while entering the meeting room.

10. Documents should be made available in digital form whenever possible. However, if it is absolutely necessary to exchange paper documents, use disposable gloves or disinfect your hands before and after each contact with the documents. Alternatively, you can have the paper documents stored without contact in a dedicated space.

Specific rules for the underground garage

1. The academic and technical-administrative staff can access the underground garage - if present - exclusively by means of the campus card.
2. Carriers can access the underground garage exclusively for deliveries in contactless mode and therefore without the presence of other people.
3. Suppliers, companies and guests can access the garage only by appointment and through the reception; the help desk assistant will fill in the relevant log for tracking the access.