**Access to laboratories and other research facilities, libraries and professors' studios:**

**operational indications and behaviour guidelines**

**(updated on 1st July 2020)**

1. **Introduction**

Access to laboratories and other departmental structures for research activities is authorized for researchers, research fellows, PhD students, fellows, postgraduates working at the University and affiliated research bodies, graduate students, external volunteer students ( e.g. former grant holders or scholarship holders, however master's degrees graduated); access to external occasional visitors (e.g. maintainers, suppliers, technicians, ...) and technical-administrative staff dedicated to research or necessary for the operation of the structures is also authorized.

The Libraries of the University of Pavia allow access to consult the material owned by categories of users defined in this document (see point 3j).

Finally, professors are allowed access to their studies.

It should be remembered that the first protection 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 of access**

1. Until the obligation pursuant to Regional Ordinance no. 547 and any updates, to access the University facilities, it is necessary to measure the temperature in the points set up for this and located in the gatehouses of the main buildings. This applies to everyone: teachers, officers, students, research fellows, visitors, ... To give effect to this obligation and as a guarantee for the University and colleagues, it is also necessary to sign the special registers placed at the points of detection every day. As an alternative to signing on registers or, in any case, if requested by your manager, a form must be signed before entering the University and then delivered to your manager / supervisor of activities, in which you declare that you have carried out the temperature measurement.
2. It is also forbidden to access the University if those who want to enter have one of two conditions: body T ≥ 37.5 ° C; contacts with positive COVID-19 people, in the last 15 days.
3. Access for research is granted after viewing the INAIL training video at the link: [https://www.inail.it/cs/internet/comunicazione/multimedia/video-gallery/videogallery-tutorial-conoscere -rischio.html](https://www.inail.it/cs/internet/comunicazione/multimedia/video-gallery/videogallery-tutorial-conoscere%20-rischio.html). Access for all is voluntary. The health conditions for which the resumption of activity is contraindicated are assessed by the competent doctors of the University on the basis of the analysis of the medical documentation in their possession) or on request (tel. 0382/593701, fax 0382/593702, [uooml.boezio@icsmaugeri.it](mailto:uooml.boezio@icsmaugeri.it)).
4. Access is subject to the submission of a request to the Laboratory Manager (for access to wet labs) or to the Director of the Department, sending it via email at least two days in advance (by way of example, [attachment 1](https://web.unipv.it/wp-content/uploads/2020/05/All.-1-Domanda-per-accesso-ai-laboratori.docx)). External volunteer students (e.g. ex-fellows or ex-fellows, however master's degrees) are required to provide the Director with a declaration of assumption of risk and responsibility (for example, [attachement 3](https://web.unipv.it/coronavirus/all-3-dichiarazione-di-assunzione-del-rischio-per-frequentatori-volontari-esterni/)). Lecturers, researchers, research fellows, PhD students, fellows and affiliated personnel already previously authorized to access are exempted.
5. It will be the responsibility of the Laboratory Manager or the thesis supervisor (in the absence of the Manager) to authorize the attendance of the laboratory (according to the research priorities), declaring that the research is carried out within the laboratory, in compliance with the hygiene measures indicated by current legislation and the requirements of the following point h (by filling in a declaration for this purpose, by way of example, see [attachment 2](https://web.unipv.it/wp-content/uploads/2020/05/All.-2-Responsabile-laboratorio.docx)). The signed declaration will be promptly sent electronically to the Department Director. Authorization for access to departmental spaces other than laboratories with a manager and for occasional external visitors for research reasons (e.g. maintainers, suppliers, technicians, ...) will be issued directly by the Director (see example [form](https://web.unipv.it/wp-content/uploads/2020/05/All.-2-Direttore-di-Dipartimento.docx)).
6. Access to the University service centers is guaranteed, subject to notification by the Laboratory Manager to the Management Manager of the Center (who agree on times and methods) for all authorized users according to point e.
7. The managers are asked to privilege the requests of those who can guarantee home-to-work mobility with their own means.
8. The laboratory activity must be organized by the Laboratory Managers (for wet labs) or by the Director (for dry labs) on shifts (if necessary), trying to limit the daily movements from home to work, ensuring a minimum space of 16 m2 per person for wet labs (or a laboratory for a single researcher) or 10 m2 for dry lab / office and frequent ventilation, always however assigning workstations at maximum distance. It will be the responsibility of the Manager to manage the staff ensuring that the activities are always carried out in the presence of a manager and the emergency team.
9. The people who access the University must be equipped and wear, for the period of stay, the masks (at least of the surgical type), maintain the interpersonal safety distances provided for by the current provisions and comply with all the other prescribed hygiene measures. To this end, the University has equipped the entrances with sanitizing gel dispensers, supplied the soap baths and disposable wipes. Teachers within their own office are exempt from the obligation to wear a mask, except in the case of studies shared with other teachers, when the surface of the same does not guarantee 10 m2 per head and at all times when (regardless of the surface of the room) there is no physical distance of 2 meters.
10. The Libraries of the University of Pavia will remain closed to the public, but will continue to allow access to the consultation of the material owned by certain categories of users, according to the methods defined by the extraordinary plan of the Library Services ([Phase 3: “Always (more) close, but (still) at a distance”](http://biblioteche.unipv.it/wp-content/uploads/2020/07/Fase-3_Servizi-Biblioteche_Pavia_Cremona_6-luglio-2020_DEF.pdf)) and upon signing the new Application form for admission to the consultation rooms ([Module-Phase 3](http://biblioteche.unipv.it/wp-content/uploads/2020/07/Modulo-Fase3_-richiesta-accesso-Biblioteche_DEF.pdf)):

- Graduates of all degree courses (three-year, specialist and single-cycle), even if not in possession of the authorization of the supervisor / tutor

- PhD students

- Research fellows and scholarship fellows

- Tutors

- Contractors

- Researchers

The Libraries where the on-site consultation service will continue to be active are as follows:

• Library of Musicology and Cultural Heritage (Cremona)

• Library of Science and Technology: *sezione Tamburo*

• Medical Area Library: main office

• Library of Economics

• Law Library: Private Law room

• Library of Political and Social Sciences

• Library of Humanities: section of San Tommaso, of Art and section of Philosophy.

From Monday 6 July 2020, on an experimental basis, the Section of San Tommaso of the Library of Humanities and the *sezione Tamburo* of the Library of Science and Technology will allow access to the students of the University of Pavia and to all 'institutional' users, as well as that for the consultation of the material possessed, also for individual study, according to the methods defined by the [new extraordinary plan of Library Service](http://biblioteche.unipv.it/wp-content/uploads/2020/07/Fase-3_Servizi-Biblioteche_Pavia_Cremona_6-luglio-2020_DEF.pdf) and after signing the '[Module-Phase 3](http://biblioteche.unipv.it/wp-content/uploads/2020/07/Modulo-Fase3_-richiesta-accesso-Biblioteche_DEF.pdf)'.

For access to the Library of San Tommaso, to the so-called *Biblioteca Tamburo* and to the other reference rooms of the University, all users must request by e-mail the library of their interest, at least 48 hours before the date desired.

For access by (also) external volunteer visitors, no authorization from the Department Directors is required, since the libraries are not assimilated (at least in the specific circumstance) to the aforementioned laboratories (points 3d and 3e); on the other hand, it is sufficient for the 'external' user to fill in the form prepared ad hoc under the heading 'Other'.

For the duration of Phase 3, the local and interlibrary loan will continue to be disbursed in a 'contactless' manner for all categories of users.

For non-resident / non-domiciled users in Pavia, the book lending service at home, by courier and at no charge to the user, will continue to be active.

We would like to take this opportunity to remind you that the Libraries of the University of Pavia will observe a period of closure of the services from Monday 10 August 2020 (inclusive) to Friday 21 August 2020 (inclusive).

1. 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 instruments used and in general the surfaces that have been touched at the end of the work shift, using hydroalcoholic disinfectant solutions or conc. hypochlorite solutions. > 0.1% chlorine, if present in the laboratory, or supplied by the logistics Service.
2. The use of common areas is allowed 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 dwell time within these limited 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 concentration> 0.1%

**4. In case of detection of infected people**

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

**5. Additional tips and precautions**

a. Physical contacts (e.g. handshake) are prohibited.

b. Always respect the minimum interpersonal distance prescribed by current regulations, - unless technical or production impediments for which all compensatory measures must be taken (masks, gloves, hand cleansing gel and sanitizing products).

c. Take care of 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 sanitizing them.

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**References**

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

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