Safety Protocol against Covid-19 Spread
Guidelines for “in-presence” Selection Procedures

21 July 2020
# TABLE OF CONTENTS

1. SCOPE OF THE PROTOCOL .................................................................................. 2
2. SELECTION PROCEDURES ................................................................................ 2
3. COMMON AREAS MANAGEMENT ...................................................................... 5
4. PERSONAL HYGIENE PRECAUTIONS ................................................................ 6
5. INTERPERSONAL DISTANCE AND PERSONAL PROTECTION EQUIPMENT .... 6
6. CLEANING AND SANITIZATION ........................................................................ 6
7. VENTILATION AND AIR-CONDITIONING SYSTEMS AND DEVICES .......... 7
8. PROTOCOL EFFECTIVENESS AND PUBLICITY .............................................. 7
9. ANNEXES ......................................................................................................... 7

Ordinanza n. 70: ordinanza del Presidente della Giunta Regionale Toscana n. 70 del 2 luglio 2020 - Contenimento e gestione dell' emergenza epidemiologica da COVID-19. Ulteriori misure relative a: [...] svolgimento di concorsi pubblici [...] (Order no. 70 of the Chairman of Giunta Regionale Toscana no. 70 dated 2 July 2020, on the containment and management of Covid-19 epidemic. Further measures for: ... [...] selection procedures [...] )

1. SCOPE OF THE PROTOCOL

This Protocol aims at providing general guidelines to perform “in-presence” University selection procedures, in compliance with provisions on safety, validity and equal treatment in selection procedures.

This Protocol deals with University selection procedures, if “in-presence”, such as admission exams to PhD or Degree programmes with limited access, as well as access to public sector employment.

These guidelines consider the current knowledge about SARS-CoV-2 and its effect on the community, which are updated according to the epidemiological scenario.

As Covid-19 represents a generic biohazard, measures have to be equally taken for the entire population. Therefore, this Protocol’s guidelines implement the precautionary principle in compliance with the Presidential Decree of the Council of Ministers (DPCM) dated 11 June 2020, Order no. 70 and provisions of Health Authorities focusing on:

- droplet precaution;
- one-way routes with respect to safe social distancing;
- fulfillment of minimum requirements for lecture rooms as regards surfaces, ventilation, toilet facilities;
- mandatory surgical mask use for committee members, test supervising staff, disabled students’ assistants and any possible auditor in the event of oral examination;
- mandatory face mask use for all candidates throughout the test duration.
- sanitization\(^1\) of premises, furniture, relevant areas before and after any exam session;
- (for oral exams), sanitization of furniture and/or equipment if used by candidates in sequence.

2. SELECTION PROCEDURES

Exam venues selection

Exam venues shall be selected considering:

- buildings and lecture rooms\(^2\) provided with at least two entrances to allow separated entry/exit routes, as well as meeting accessibility requirements for disabled students;

- defined maximum candidates number per room according to:
  - room surface, applying the 4 square metres rule (one person per four square metres - including committee members and support staff);

\(^1\) In compliance with Safety Protocol against Covid-19 Spread. Guidelines for workplaces of the University of Pisa – Phase 2, updated on 10 July 2020.

\(^2\) Including also possible tensile structures for exams with a great number of candidates.
• safe social distancing of at least 1.8 mt from the seat, in all directions, of all present people (candidates, support staff, auditors, disabled students’ assistants). In case of desks with chairs, the interpersonal distance shall be between desks; if training flap chairs are used, the interpersonal distance shall be between chairs.

Identification and access procedures to exam venues

Identification and access to exam venues shall involve:

- One-way routes (entry/exit) at the entrances, halls, etc...
- Limited access to prevent from close contacts and gathering. In the event of exams with a high number of candidates, it is possible to:
  - use different rooms to carry out identification procedure and examination, providing, if possible, external access to the building and scheduled entry/exit times for candidates;
  - scheduled times for candidate identification. Each identification point shall record at most 100 candidates per hour (subdivided in 4 slots – 1 slot every 15 minutes).
- External areas for queues to avoid contacts (signs on the floor or panels shall indicate the safe distance required).
- Hydroalcoholic gel dispensers available at the entrance for hand sanitization before the identification procedure
- Safety panels on the desks for identification procedure, to avoid contact among candidates and staff. Staff in charge of registration is required to often sanitize hands (due to paper documents handling) and wear surgical masks.
- Simplified identification procedure, handing to candidates only documents necessary for the exams; at the identification points only identity record form shall be provided. For admission exams to Bachelor’s/Master’s Degree Programmes, Single-Cycle Degree Programmes with limited access at national level for a.y. 2020/2021, simplified identification procedures shall be provided, along with the manual handing of exam documents to candidates, in compliance with Ministry Decrees no. 214 of 12 June 2020 e no. 218 of 16 June 2020
- Candidates may be provided with plastic bags for their bags, jackets and personal belongings.
- Access to buildings shall be allowed only to candidates, except for disabled students’ assistants.
- In the event of oral exams, auditors shall be allowed to access, upon explicit request; the number of “in-presence” auditors depends on the venue surface (one person per four square metres - including committee members and exam supervisors), with respect to the interpersonal distance rule of at least 1.8 mt. Live Streaming will be provided to grant oral tests publicity.
- Recording each candidate position during the examination, with respect to privacy, to allow tracing and tracking procedures if needed. Records should be retained for at least 14 days.
Inform candidates about prevention measures, exam procedures and behaviour to be adopted within the exam venue, through the University website, via email, with panels and posters at the exam venues.

**Written exams procedures**

For written exams the following preventive measures shall be implemented:

- Interpersonal distance of seats (in all directions) of 1.8 mt, sanitization before and after the written exam; in the event of group oral exams, sanitization shall be guaranteed before the use by each group. In the event of exams taken by candidates’ group, in sequence, cleaning and sanitization of seats/desks/chairs and toilet facilities shall be provided for each group change.

- Committee members and support staff are required to clean their hands with water and soap or hand-sanitizer gel before and after arranging and handing exam materials.

- At the end of the exam, candidates must beckon committee members or support staff, who will gather the exam materials, to keep interpersonal distance and avoid crowding.

- After collecting exam materials, committee members or support staff shall allow candidates to stand up.

- Support staff and committee members are required to clean their hands with water and soap or hydroalcoholic gel before and after collecting exam materials, as well as during all the procedures with envelopes and documents required for assessment.

- For admission exams to Bachelor’s/Master’s Degree Programmes, Single-Cycle Degree Programmes with limited access at national level, a.y. 2020/2021, at the end of the test candidates are required to reach the desks for handing back identity record forms and answers form, according to the procedures set out in the Ministry Decrees no. 214 of 12 June 2020 and no. 218 of 16 June 2020. Handing back documents shall be scheduled with respect to interpersonal distance among other candidates, committee members and support staff. Hand sanitization must be guaranteed also during this procedure.

- Opening windows will ensure natural air renewal where candidates are present. If possible, open also windows in indoor environments.

- Ventilation systems, if available, allowing air renewal from outside, shall run 24 hours per day.

**Oral exams procedures**

For oral exams the following preventive measures shall be implemented:

- Hydroalcoholic gel dispenser available at the entrance of lecture rooms for the hand sanitization of candidates, committee members, auditors, assistants, etc…)

- A hydroalcoholic gel dispenser will be available on the committee desk for the hand sanitization of candidates and committee members during the test.

- Committee members and/or support staff are required to sanitize their hands before and after handling exam material (envelopes and related box).

- If possible, committee desks shall be provided with Plexiglas® protective screens.
The interpersonal distance of at least 1.8 mt shall be guaranteed among candidates and committee members.

Candidates and committee members are required to sanitize their hands sanitization before the oral exam, particularly if the test involves material exchange (i.e. choice of the envelope with questions).

Any equipment, device, furniture used by candidates or disabled students’ assistants (i.e. chairs and desks) shall be sanitized at the end of the test.

As an alternative to this last point, in the event of a limited number of candidates, it is possible to allocate a fixed seat to each candidate with the indication of their names. In that event, it is forbidden to allocate the same position to different people during the same day, because the sanitization will take place only at the end of the day.

A fixed position shall be allocated to each authorized auditor with the indication of their names; it is forbidden to allocate the same seat to different people during the same day, because the sanitization will take place only at the end of the day.

Measures for candidates

To access the University of Pisa premises, candidates are required to:

✓ wear their surgical mask, covering nose and mouth throughout the exam duration;
✓ sanitize their hands using hydroalcoholic gel available at the entrance of the building, exam venues, toilet facilities, etc…;
✓ sign and submit a declaration in lieu of certification, pursuant to DPR no. 445/2000 ex art. 47, which states, taking full responsibility, no exhibition of symptoms similar to Covid-19, as the only body temperature check is not a sufficient preventive measure (Annex 1);
✓ keep an interpersonal distance of at least 1.8 mt and not less than 1 mt.

3. COMMON AREAS MANAGEMENT

Lifts
If possible, the use of lifts is allowed only to disabled people with assistants (if needed). In general, lifts are not recommended for use, unless in isolation.

Coffee break areas (vending machines of drinks/snacks)
Access to coffee break areas is restricted, with the provision of continuous ventilation of the premises, reduced time spent inside these spaces (i.e. people are allowed to buy products from vending machines but not to eat there) and the maintenance of a safety distance of at least 1.8 mt between people, as indicated by proper signs and controlled by supervisors.

Hand sanitizer gel will be available at the entrance of common areas and users shall clean their hands before and after using vending machines for drinks and snacks.

Sanitization, with special detergents, on the keypads of vending machines for drinks and snacks is guaranteed the day before the exam and at the end of each exam day.

Toilet facilities
Safety distance is required to avoid gathering in toilet facilities, especially near washbasins. Access to toilets is restricted, with the provision of keeping an interpersonal distance of at least 1.8 mt and a maximum quota of people allowed (please see the relevant signs). Hydroalcoholic gel and water and soap are always available, to allow hand cleaning when entering and leaving toilets. Cloth towels have been replaced by Water-soluble paper towels. It is forbidden to use electric hand dryers, which shall be provided with prohibition signs.

4. PERSONAL HYGIENE PRECAUTIONS

Suitable hand cleaning agents are available in all University exam venues, according to the number of present people and their distribution in the planimetry:

1. soap in toilet facilities;
2. disposable paper towels and litter bins near the washbasins;
3. hand sanitizer dispensers (gel with at least 60% alcohol content) are available at the entrance of building, lecture rooms, coffee break areas, toilet facilities and next to identification points;

5. INTERPERSONAL DISTANCE AND PERSONAL PROTECTION EQUIPMENT

It is recommended to keep an interpersonal distance of at least 1.8 mt and never less than 1 mt, according to the provisions of Regione Toscana to avoid contagion.

All people involved in the selection procedures (candidates, committee members, support staff, auditors, disabled people assistants) shall wear a surgical mask, covering nose and mouth, throughout the exam duration. It is forbidden to use FFP2 or FFP3 masks with exhalation valve.

The use of surgical masks is still mandatory:

a) travelling from home to exam venues and vice versa on public transport or in private vehicles with other non-cohabitants on board;

b) before accessing University premises;

c) indoor with other people;

d) outdoor with other people, where the interpersonal distance of 1.8 mt is not guaranteed.

6. CLEANING AND SANITIZATION

For cleaning and sanitization of workplaces, please see Section 10 CLEANING AND SANITIZATION of Safety Protocol against Covid-19 Spread. Guidelines for workplaces of the University of Pisa – Phase 2. Sanitization (namely, cleansing followed by disinfection) of premises shall be ensured before and after test and exams, as well as recorded on paper and/or electronic registers of the cleaning contractor. Tenders, Contracts and Logistics Manager as employer commissioning the work, pursuant to Legislative Decree 81/08 art. 26, shall control the actual recording. In the event of group exams in sequence, sanitization of seats and toilets is guaranteed, whenever the group changes.
Sanitization focuses on surfaces frequently touched with hands (i.e. doors, handles, tables, chairs and benches, light switches, toilets, taps, washbasins, desks, handrails, elevator keyboards, remote controls, windows, etc…)

7. VENTILATION AND AIR-CONDITIONING SYSTEMS AND DEVICES

For air-conditioning and ventilation systems and devices, please see Section 11 VENTILATION AND AIR-CONDITIONING SYSTEMS AND DEVICES of Safety Protocol against Covid-19 Spread. Guidelines for workplaces of the University of Pisa – Phase 2.

8. COMMITTEE FOR THE APPLICATION MONITORING AND UPDATING OF THE PROTOCOL

Please see Section 15 of Safety Protocol against Covid-19 Spread. Guidelines for workplaces of the University of Pisa – Phase 2, dealing with the setting-up of a “Committee for the application monitoring and updating of the protocol”.

8. PROTOCOL EFFECTIVENESS AND PUBLICITY

This Protocol will be adopted by Rector’s Decree and all staff (permanent or fixed term, and all collaborators of the University of Pisa etc…), as well as all people involved in the selection procedure such as committee members, candidates, disabled students’ assistants, auditors, external support staff, shall comply with it.

The cleaning and sanitization contractor will be forwarded this Protocol, whose content shall be considered in the Interference Risk Assessment Document (D.U.V.R.I. – Documento unico per la valutazione dei rischi da interferenze) related to tenders.

This Protocol will be published on the University Official Informatic Register and on the University website.

9. ANNEXES

Annex 1 Declaration form on candidates’ health to be filled in before accessing exam venues
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Declaration form on candidates’ health to be filled in before accessing exam venues

Declarations in lieu of certification
(pursuant to article 47 of Presidential Decree n. 445/2000)

I, the undersigned ________________________________,

Born in ____________________ on ____________________
Residing in __________________________________________
ID n. ________________________________ on ____________________

aware that false statements are liable to punishment under the criminal procedure code and relevant special legislation pursuant to articles 46 and 47 of Presidential Decree no. 445/2000,

TAKING FULL RESPONSIBILITY,
DECLARE

• to be aware of the Protocol and Covid-19 preventive measures, published on the University of Pisa webpage at ____________________, and the duty to comply with them.
• to have not been under quarantine or isolation over the last 14 days;
• to have had no contact with people positive tested to the virus, as far as I know, nor travelled from high-risk areas (as stated by WHO) over the last 14 days.
• to have no fever (over 37.5 °) nor flu symptoms (i.e. symptoms of respiratory infection or other symptoms, such as dry cough, congestion or runny nose, sore throat, conjunctivitis, nausea or vomiting, diarrhea, or loss/decrease of taste or smell)
• to undertake to promptly and responsibly inform the Committee about the presence of any flu symptoms during examination, and to keep an adequate distance from present people and always wear a face mask.

This self-certification is submitted as preventive measure related to SARS CoV2 pandemic emergency.

Under art. 13-14 of the EU General Data Protection Regulation 679/2016
Declare to be aware that personal data will be processed and disclosed to subjects envisaged by law, also in electronic form, for the sole purposes of this exam procedure, in compliance with art. 13-14 of the EU General Data Protection Regulation 679/2016, as well as to be entitled to access data, pursuant to art. 15 of the EU General Data Protection Regulation 679/2016

Place and date __________________________, at __________

Signature __________________________________________