



PROTOCOL 2021

Updated on May 7th 2021

1 INTRODUCTION

The University is open and all teaching, research and administrative activities continue. The University of Insubria has planned its institutional activities following these criteria:

1. safety, prevention, protection
2. effectiveness
3. efficiency
4. economy
5. flexibility and graduality

thus to adapt to the ongoing evolution of the health emergency.

To identify the principles and actions to be undertaken the University has considered the effective and real possibilities in order to guarantee adequate prevention, both logistically and organizationally-wise, also with the aid of digital technologies and any other organisational method, an adequate prevention and protection of all members of the academic community, taking into consideration the activity that will take place within its structures as well as the route from/to residences and facilities.

Such principles and actions are applied according to four priority guidelines:

- A. **ensure the safety of all members of the academic community**, in full compliance with the specific regulations adopted by the Government and the competent authorities
- B. **ensure continuity in training and teaching**, so that students do not get affected by the ongoing emergency, also considering the specific needs of disabled or DSA students



- C. **ensure a regular development and execution of the research activities** at all levels and in any scientific fields, with specific attention towards young researchers and PhD students
- D. **ensure the needs connected to every territory**, to the reference context, to the organizational methods' specific features and the different disciplines, to the availability of infrastructural facilities and to the number of students, teachers and researchers, as well as of the entire staff

As of August, 24th to plan and carry out its institutional activities our University will adopt the following measures:

- common guidelines
- guidelines and conduct code
- specific provisions according to the user's profile

that are meant to facilitate an organized resumption of the face-to-face activities and avoid critical issues and therefore shall be strictly observed.

Our University has specifically activated:

- A **website page** constantly updated and populated
- An e-mail address: **coronavirus@uninsubria.it**

The "Related pages" paragraph inside the above-mentioned website page also lists all the official sources to refer to for further information.

All information specifically concerning the Teaching/Administrative/Technical/Librarian staff will be available on the intranet.

All the necessary instructions will be available at the front doors and inside the facilities as required by the provisions.

The University's official information will be publicized exclusively via:

1. **COVID-19 dedicated website pages**
2. **e-mail, for staff and students**
3. **specific signs**

Everybody must keep **informed and trained**, as well as accept and observe unconditionally, all the measures listed in the PROTOCOL, specifically designed for:

- **Students**
- **Professors, Administrative/Technical/Librarian staff and Managers**



- **External users**
- **Resident users**

Moving to go to the university facilities for proven reasons (work or study) and go back to home, follows the rules indicated by the competent Authorities based on the "Color Zone (red / orange / yellow) corresponding to the ZONE and the respective date on which the move takes place.

Any user has the the obligation to comply with the aforementioned rules allowing the movement thanks to the self-declaration on the form prescribed by the competent Authorities based on the respective "Color Zone (red / orange / yellow) ".

We suggest to show the university card, in case of control by the competent authority.

1.1 ACTIVITIES AND PERFORMANCE DELIVERY MODALITIES

ACTIVITY	RED ZONE	ORANGE ZONE	YELLOW ZONE	Users
STUDENTS LECTURES – Undergraduate and single-cycle Graduate degree courses (also part-time courses); Graduate Degree courses	LECTURES: <ul style="list-style-type: none"> • exclusively distance learning PRACTICAL ACTIVITIES (excercises/labs/field activities): <ul style="list-style-type: none"> • Curricular Practical Activities, normally performed on-site, will have to be re-scheduled or delivered by distance means if possible and upon indication of the responsible teachers. If impossible such activities will have to be suspended 	LECTURES: <ul style="list-style-type: none"> • Blended modality. The lecture will take place on-site in the classroom and at the same time it will also be delivered remotely, synchronously with Microsoft Teams. • For on-site activities, students will be divided into groups so to assure to all users the possibility of attendance. • Attendance will be allowed with the number of quota users not exceeding the 50% of the capacity of the classroom or any 	LECTURES: <ul style="list-style-type: none"> • Blended modality. The lecture will take place on-site in the classroom and at the same time it will also be delivered remotely, synchronously with Microsoft Teams. • For on-site activities, students will be divided into groups so to assure to all users the possibility of attendance • Attendance will be allowed with the number of quota users not exceeding the 50% of the capacity of the classroom or any other 	Students Teachers



	<ul style="list-style-type: none">• Activities that cannot be delivered remotely may be performed on-site, students will be divided into groups based on the capacity allowed by the laboratories with the number of quota users not exceeding the 50% of the capacity of the laboratories or any other facility, with the obligation of wearing a mask. <p>Where there are no fixed workstations but the activity to be performed requires the mobility of the user within the facility, the presence of no more than one person for every 13.3 square meters is allowed.</p> <p>The names of the students authorized to access the facilities must be communicated by the</p>	<p>other facility, with the obligation of wearing a mask. To access the classrooms, the student must reserve the place in the classroom through the STUDENT BOOKING APP.</p> <ul style="list-style-type: none">• Upon reaching the reserved places available, lectures must be attended via DISTANCE LEARNING only. No student without reservation will be admitted to the facilities. Departments will organize on-site lectures in two daily slots (from Monday to Friday) from 8.30 to 13.30 and from 14.30 to 19.30. <p>PRACTICAL ACTIVITIES (excercises/labs/field activities):</p> <ul style="list-style-type: none">• Curricular Practical Activities, normally performed on-site, will have to be re-scheduled or delivered by distance means if possible and upon indication of the responsible teachers.• Activities that cannot be delivered remotely may be performed on-site, students will be divided into groups based on the capacity allowed by the	<p>facility, with the obligation of wearing a mask. To access the classrooms, the student must reserve the place in the classroom through the STUDENT BOOKING APP.</p> <ul style="list-style-type: none">• Upon reaching the reserved places available, lectures must be attended via DISTANCE LEARNING only. No student without reservation will be admitted to the facilities. Departments will organize on-site lectures in two daily slots (from Monday to Friday) from 8.30 to 13.30 and from 14.30 to 19.30. <p>PRACTICAL ACTIVITIES (excercises/labs/field activities):</p> <ul style="list-style-type: none">• Curricular Practical Activities, normally performed on-site, will have to be re-scheduled or delivered by distance means if possible and upon indication of the responsible teachers.• Activities that cannot be delivered remotely may be performed on-site, students will be divided into groups based on the capacity	
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	<p>Didactic Secretariats to the logistic services, according to the defined procedures.</p> <p>The access of students to the University facilities will be managed by the reception staff, who will carry out the recognition and register the student's presence on site.</p>	<p>laboratories with the number of quota users not exceeding the 50% of the capacity of the laboratories or any other facility, with the obligation of wearing a mask.</p> <p>Where there are no fixed workstations but the activity to be performed requires the mobility of the user within the facility, the presence of no more than one person for every 13.3 square meters is allowed.</p> <p>The names of the students authorized to access the facilities must be communicated by the Didactic Secretariats to the logistic services, according to the defined procedures.</p> <p>The access of students to the University facilities will be managed by the reception staff, who will carry out the recognition and register the student's presence on site.</p>	<p>allowed by the laboratories with the number of quota users not exceeding the 50% of the capacity of the laboratories or any other facility, with the obligation of wearing a mask.</p> <p>Where there are no fixed workstations but the activity to be performed requires the mobility of the user within the facility, the presence of no more than one person for every 13.3 square meters is allowed.</p> <p>The names of the students authorized to access the facilities must be communicated by the Didactic Secretariats to the logistic services, according to the defined procedures.</p> <p>The access of students to the University facilities will be managed by the reception staff, who will carry out the recognition and register the student's presence on site.</p>	
MASTER STUDENTS	<p>LECTURES:</p> <ul style="list-style-type: none"> • exclusively distance learning 	<p>LECTURES:</p> <ul style="list-style-type: none"> • exclusively distance learning 	<p>LECTURES:</p> <ul style="list-style-type: none"> • exclusively distance learning 	Students Teachers



	<p>PRACTICAL ACTIVITIES (excercises/labs/field activities):</p> <ul style="list-style-type: none">• exclusively distance learning	<p>PRACTICAL ACTIVITIES (excercises/labs/field activities):</p> <ul style="list-style-type: none">• exclusively distance learning	<p>PRACTICAL ACTIVITIES (excercises/labs/field activities):</p> <ul style="list-style-type: none">• Curricular Practical Activities, normally performed on-site, will have to be re-scheduled or delivered by distance means if possible and upon indication of the responsible teachers.• Activities that cannot be delivered remotely may be performed on-site, students will be divided into groups based on the capacity allowed by the laboratories with the number of quota users not exceeding the 50% of the capacity of the laboratories or any other facility, with the obligation of wearing a mask. <p>Where there are no fixed workstations but the activity to be performed requires the mobility of the user within the facility, the presence of no more than one person for every 13.3 square meters is allowed.</p> <p>The names of the students authorized to access the facilities must be communicated by the Didactic Secretariats to the logistic</p>	
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			<p>services, according to the defined procedures.</p> <p>The access of students to the University facilities will be managed by the reception staff, who will carry out the recognition and register the student's presence on site.</p>	
SEMINARS, TRAINING COURSES,	<ul style="list-style-type: none"> exclusively distance learning 	<ul style="list-style-type: none"> exclusively distance learning 	<ul style="list-style-type: none"> exclusively distance learning 	Students Teachers
INTERNSHIPS of the HEALTH AREA (Bachelors of the Health Area) to be performed in University facilities. Activities to be performed in hospitals will be subject to the hospital internal rules	<ul style="list-style-type: none"> internships, normally performed on-site, will have to be re-scheduled or delivered by distance means if possible and upon indication of the responsible teachers. Activities that cannot be delivered remotely may be performed on-site, students will be divided into groups based on the capacity allowed by the laboratories with the number of quota users not exceeding the 50% of the capacity of the laboratories or any other facility, with 	<ul style="list-style-type: none"> internships, normally performed on-site, will have to be re-scheduled or delivered by distance means if possible and upon indication of the responsible teachers. Activities that cannot be delivered remotely may be performed on-site, students will be divided into groups based on the capacity allowed by the laboratories with the number of quota users not exceeding the 50% of the capacity of the laboratories or any other facility, with the obligation of wearing a mask. 	<ul style="list-style-type: none"> internships, normally performed on-site, will have to be re-scheduled or delivered by distance means if possible and upon indication of the responsible teachers. Activities that cannot be delivered remotely may be performed on-site, students will be divided into groups based on the capacity allowed by the laboratories with the number of quota users not exceeding the 50% of the capacity of the laboratories or any other facility, with the obligation of wearing a mask. 	



	<p>the obligation of wearing a mask.</p> <p>Where there are no fixed workstations but the activity to be performed requires the mobility of the user within the facility, the presence of no more than one person for every 13.3 square meters is allowed.</p> <p>The names of the students authorized to access the facilities must be communicated by the Didactic Secretariats to the logistic services, according to the defined procedures.</p> <p>The access of students to the University facilities will be managed by the reception staff, who will carry out the recognition and register the student's presence on site.</p>	<p>Where there are no fixed workstations but the activity to be performed requires the mobility of the user within the facility, the presence of no more than one person for every 13.3 square meters is allowed.</p> <p>The names of the students authorized to access the facilities must be communicated by the Didactic Secretariats to the logistic services, according to the defined procedures.</p> <p>The access of students to the University facilities will be managed by the reception staff, who will carry out the recognition and register the student's presence on site.</p>	<p>Where there are no fixed workstations but the activity to be performed requires the mobility of the user within the facility, the presence of no more than one person for every 13.3 square meters is allowed.</p> <p>The names of the students authorized to access the facilities must be communicated by the Didactic Secretariats to the logistic services, according to the defined procedures.</p> <p>The access of students to the University facilities will be managed by the reception staff, who will carry out the recognition and register the student's presence on site.</p>	
PHD STUDENTS	<p>LECTURES:</p> <ul style="list-style-type: none"> exclusively distance learning 	<p>LECTURES:</p> <ul style="list-style-type: none"> blended modality, on-line and on-site using assigned classrooms 	<p>LECTURES:</p> <ul style="list-style-type: none"> blended modality, on-line and on-site using assigned classrooms 	Students Teachers



		<ul style="list-style-type: none"> For on-site activities, students will be divided into groups. Attendance will be allowed with the number of quota users not exceeding the 50% of the capacity of the classroom or any other facility, with the obligation of wearing a mask. Departments will inform the logistic service with the names of the students authorized to access the facilities. 	<ul style="list-style-type: none"> For on-site activities, students will be divided into groups. Attendance will be allowed with the number of quota users not exceeding the 50% of the capacity of the classroom or any other facility, with the obligation of wearing a mask. Departments will inform the logistic service with the names of the students authorized to access the facilities. 	
<p>MANDATORY CURRICULAR TRAINEESHIPS IN EXTERNAL SEATS</p>	<p>PRACTICAL ACTIVITIES:</p> <ul style="list-style-type: none"> Blended modality: online and on-site, in compliance of regional laws and according to the internal rules of the host organizations adopting the safety modalities void for the organization employees. The remote mode should be preferable, where possible, implementing a blended modality and limiting the time of attendance to what is strictly necessary to guarantee the quality of the tutoring. 	<p>PRACTICAL ACTIVITIES:</p> <ul style="list-style-type: none"> Blended modality: online and on-site, in compliance of regional laws and according to the internal rules of the host organizations adopting the safety modalities void for the organization employees. The remote mode should be preferable, where possible, implementing a blended modality and limiting the time of attendance to what is strictly necessary to guarantee the quality of the tutoring. 	<p>PRACTICAL ACTIVITIES:</p> <ul style="list-style-type: none"> Blended modality: online and on-site, in compliance of regional laws and according to the internal rules of the host organizations adopting the safety modalities void for the organization employees. The remote mode should be preferable, where possible, implementing a blended modality and limiting the time of attendance to what is strictly necessary to guarantee the quality of the tutoring 	<p>Students Teachers</p>



<p>EXTRA-CURRICULAR TRAINEESHIPS IN EXTERNAL SEATS</p>	<p>PRACTICAL ACTIVITIES:</p> <ul style="list-style-type: none"> • Blended modality: online and on-site, in compliance of regional laws and according to the internal rules of the host organizations adopting the safety modalities void for the organization employees. The remote mode should be preferable, where possible, implementing a blended modality and limiting the time of attendance to what is strictly necessary to guarantee the quality of the tutoring 	<p>PRACTICAL ACTIVITIES:</p> <ul style="list-style-type: none"> • Blended modality: online and on-site, in compliance of regional laws and according to the internal rules of the host organizations adopting the safety modalities void for the organization employees. The remote mode should be preferable, where possible, implementing a blended modality and limiting the time of attendance to what is strictly necessary to guarantee the quality of the tutoring. 	<p>PRACTICAL ACTIVITIES:</p> <ul style="list-style-type: none"> • Blended modality: online and on-site, in compliance of regional laws and according to the internal rules of the host organizations adopting the safety modalities void for the organization employees. The remote mode should be preferable, where possible, implementing a blended modality and limiting the time of attendance to what is strictly necessary to guarantee the quality of the tutoring • 	<p>Students Teachers</p>
<p>TRAINEESHIPS FOR THE FINAL DISSERTATION</p>	<p>PRACTICAL ACTIVITIES:</p> <ul style="list-style-type: none"> • exclusively by distance means • Any curricular internship activities - in progress at the time of entry into the red zone and aimed at obtaining the degree by the March session - may be completed, in compliance to the authorization of the Department Director. 	<p>PRACTICAL ACTIVITIES:</p> <ul style="list-style-type: none"> • Blended Modality: online and on-site. Only the curricular internship activities aimed at obtaining the degree that cannot be rescheduled and that cannot be delivered remotely, will continue on-site. For such activities, students will be divided into groups based on the capacity allowed by the laboratories or any other facility, with the obligation of 	<p>PRACTICAL ACTIVITIES:</p> <ul style="list-style-type: none"> • Blended Modality: online and on-site. Only the curricular internship activities aimed at obtaining the degree that cannot be rescheduled and that cannot be delivered remotely, will continue on-site. For such activities, students will be divided into groups based on the capacity allowed by the laboratories or any other facility, with the obligation of wearing a mask. Where there are no fixed 	<p>Students Teachers</p>



	<p>The names of the students authorized to access the facilities must be communicated by the Didactic Secretariats to the logistic service, according to the defined procedures.</p> <p>The access of students to the University facilities will be managed by the reception staff, who will carry out the recognition and register the student's presence on site.</p>	<p>wearing a mask. Where there are no fixed workstations but the activity to be carried out requires the mobility of the user within the facility, there may not be more than one person per 13.3 square meters</p> <p>The names of the students authorized to access the facilities must be communicated by the Didactic Secretariats to the logistic service, according to the defined procedures.</p> <p>The access of students to the University facilities will be managed by the reception staff, who will carry out the recognition and register the student's presence on site..</p>	<p>workstations but the activity to be carried out requires the mobility of the user within the facility, there may not be more than one person per 13.3 square meters</p> <p>The names of the students authorized to access the facilities must be communicated by the Didactic Secretariats to the logistic service, according to the defined procedures.</p> <p>The access of students to the University facilities will be managed by the reception staff, who will carry out the recognition and register the student's presence on site.</p>	
<p>WRITTEN AND ORAL EXAMS</p>	<ul style="list-style-type: none"> exclusively by distance means 	<ul style="list-style-type: none"> exclusively by distance means 	<ul style="list-style-type: none"> Blended modality: online and on-site. <p>For on-site the exams, students must be divided in turns for a maximum of 25 students each. For the benefit of students who are unable to participate in the on-site exam sessions, because of justified and documented needs assessed</p>	<p>Students Teachers</p>



			<p>by the teacher, the completion of the exam must be guaranteed in REMOTE mode.</p> <p>For students with motor disabilities, the exam must be delivered only by DISTANCE means. The presence in the classroom will be allowed with the obligation of wearing a mask. The University General Services will ensure the availability of suitable classrooms that allow for a maximum crowding of 50% of places.</p> <p>The names of students, regularly enrolled in the exam session, must be communicated by the didactical Secretariat to the logistic services, according to the defined procedures.</p>	
<p>GRADUATION SESSIONS AND PhD FINAL DISSERTATIONS</p>	<ul style="list-style-type: none"> exclusively by distance means 	<ul style="list-style-type: none"> exclusively by distance means for students. Teachers of the Graduation Committee may be on-site, in specific classrooms with the obligation of wearing a mask. 	<ul style="list-style-type: none"> Blended modality: online and on-site in specific classrooms, with the number of quota users not exceeding the 50% of the classroom capacity, with the obligation of wearing a mask. If the Department responsible for the course of study choose the on-site modality, the number of candidates per session cannot exceed 5. The candidate can be accompanied by a maximum of 5 	<p>Students Teachers</p>



			<p>guests who must be accredited in advance according to defined procedures and communicated to graduating students before the graduation session or the PhD Final Dissetation.</p>	
STUDENTS RECEPTION	<ul style="list-style-type: none"> exclusively by distance means 	<ul style="list-style-type: none"> exclusively by distance means 	<ul style="list-style-type: none"> exclusively by distance means 	Students Teachers
ADMISSION INTERVIEWS FOR MASTER CANDIDATES	<ul style="list-style-type: none"> exclusively by distance means 	<ul style="list-style-type: none"> exclusively by distance means 	<ul style="list-style-type: none"> exclusively by distance means 	Students Teachers
RESEARCH ACTIVITIES (researchers, fellows, grantholders PhD students)	<ul style="list-style-type: none"> blended modality: on-site mode up to the 20% maximum. On-site mode allowed to guarantee only essential services that cannot be delivered remotely. for the on-site activity, the minimum distance of 1 m between the stations must be respected . it is mandatory to wear a mask. Where there are no fixed workstations but the activity to be carried out requires the mobility of the 	<ul style="list-style-type: none"> blended modality: on-site mode up to the 20% maximum. for the on-site activity, the minimum distance of 1 m between the stations must be respected . it is mandatory to wear a mask. Where there are no fixed workstations but the activity to be carried out requires the mobility of the user within the facility, there may not be more than one person per 13.3 square meters. To access the facility, research staff must report their presence at the facility in advance 	<ul style="list-style-type: none"> blended modality: on-site mode up to the 20% maximum. for the on-site activity, the minimum distance of 1 m between the stations must be respected . it is mandatory to wear a mask. Where there are no fixed workstations but the activity to be carried out requires the mobility of the user within the facility, there may not be more than one person per 13.3 square meters. To access the facility, research staff must report their presence at the facility in advance through the "On-site Attendance Management 	Teachers and technical staff



	<p>user within the facility, there may not be more than one person per 13.3 square meters.</p> <ul style="list-style-type: none"> To access the facility, research staff must report their presence at the facility in advance through the "On-site Attendance Management application (GPS) www.uninsubria.it/gps. 	<p>through the "On-site Attendance Management application (GPS) www.uninsubria.it/gps.</p>	<p>application (GPS) www.uninsubria.it/gps.</p>	
USERS RECEPTION	<ul style="list-style-type: none"> by distance means, only essential services may be delivered on-site 	<ul style="list-style-type: none"> blended modality: in modalità mista: mainly by remote means and on-site ONLY BY APPOINTMENT AND IN PROVEN EXCEPTIONAL CASES through the "INFOSTUDENTI" service or via e-mail, with a distance at least of 2 m. mandatory mask 	<ul style="list-style-type: none"> blended modality: in modalità mista: mainly by remote means and on-site ONLY BY APPOINTMENT AND IN PROVEN EXCEPTIONAL CASES through the "INFOSTUDENTI" service or via e-mail, with a distance at least of 2 m. mandatory mask 	Students, teaching and administrative staff
BOOK BORROWING AND PHOTOCOPY AND PRINTING SERVICE	<ul style="list-style-type: none"> on-site BY APPOINTMENT ONLY to be agreed with the concerned library, with a distance at least of 2 m. and mandatory mask 	<ul style="list-style-type: none"> on-site BY APPOINTMENT ONLY to be agreed with the concerned library, with a distance at least of 2 m. and mandatory mask 	<ul style="list-style-type: none"> on-site BY APPOINTMENT ONLY to be agreed with the concerned library, with a distance at least of 2 m. and mandatory mask 	Students, teaching and administrative staff
DIPLOMAS DELIVERY	<ul style="list-style-type: none"> suspended 	<ul style="list-style-type: none"> exclusively by postal mail 	<ul style="list-style-type: none"> blended modality: mainly by postal mail, on-site ONLY BY APPOINTMENT via e-mail, with a 	External users



			distance at least of 2 m, with obligation of wearing a mask	
ACCESS to STUDY ROOMS	STUDY ROOMS: <ul style="list-style-type: none"> suspended 	STUDY ROOMS: <ul style="list-style-type: none"> access allowed with the number of quota users not exceeding the 50% of the room capacity , without reservation and up to the availability of places. Access will be regulated by the reception staff with users registration. Access to study rooms is subject to the application of the behavioral rules described in this document The following rooms are available: <ol style="list-style-type: none"> Seppilli/Varese Manica Lunga/S. Abbondio-Como Valleggio Torre/Como 	STUDY ROOMS: <ul style="list-style-type: none"> access allowed with the number of quota users not exceeding the 50% of the room capacity , without reservation and up to the availability of places. Access will be regulated by the reception staff with users registration. Access to study rooms is subject to the application of the behavioral rules described in this document The following rooms are available: <ol style="list-style-type: none"> Seppilli/Varese Manica Lunga/S. Abbondio-Como Valleggio Torre/Como 	Students
ACCESS to LIBRARIES for STUDY	LIBRARIES: <ul style="list-style-type: none"> suspended 	LIBRARIES: <ul style="list-style-type: none"> ONLY BY APPOINTMENT with the number of quota users not exceeding the 50% of the library capacity and with the obligation of wearing a mask, in particular: <ul style="list-style-type: none"> - Library of Medicine and Sciences max 9 users - Library of Economics max 11 users 	LIBRARIES: <ul style="list-style-type: none"> ONLY BY APPOINTMENT with the number of quota users not exceeding the 50% of the library capacity and with the obligation of wearing a mask, in particular: <ul style="list-style-type: none"> - Library of Medicine and Sciences max 9 users - Library of Economics max 11 users - Library of Law max 8 users 	



		- Library of Law max 8 users - Library of Sciences max 17 users	- Library of Sciences max 17 users	
ACCESS of EXTERNAL USERS	<ul style="list-style-type: none"> suspended, excluding essential services to be delivered on-site. 	<ul style="list-style-type: none"> allowed only to authorized persons AND ONLY BY APPOINTMENT to be agreed via e-mail with the reference office, with a distance of 2 m and with the obligation of a mask 	<ul style="list-style-type: none"> allowed only to authorized persons and with registration at the reception, with a distance of 1 m and with the obligation of a mask. 	External Users, administrative staff
ACCESS to COMMON AREAS	<ul style="list-style-type: none"> Elevators: suspended 	<ul style="list-style-type: none"> Elevators: allowed to max 1 user with motor disability 	<ul style="list-style-type: none"> Elevators: allowed to max 2 users if a distance of 1 meter is guaranteed and with the obligation of wearing a mask. 	All users
	<ul style="list-style-type: none"> Corridors: suspended, excluding essential services 	<ul style="list-style-type: none"> Corridors: access allowed, keeping the right, with a minimum distance between users of 1 m. with mask obligation 	<ul style="list-style-type: none"> Corridors: access allowed, keeping the right, with a minimum distance between users of 1 m. with mask obligation 	
	<ul style="list-style-type: none"> Toilets: suspended, excluding essential services 	<ul style="list-style-type: none"> Toilets: access allowed, with a quota users reduced to 50%. 	<ul style="list-style-type: none"> Toilets: access allowed, with a quota users reduced to 50%. 	
	<ul style="list-style-type: none"> Halls: suspended, excluding essential services 	<ul style="list-style-type: none"> Halls: access allowed, with a minimum distance between users of 1 m. and 2 m. from the reception, with mask obligation 	<ul style="list-style-type: none"> Halls: access allowed, with a minimum distance between users of 1 m. and 2 m. from the reception, with mask obligation 	
ACCESS TO RESTAURANT SPACES	<ul style="list-style-type: none"> Bar and canteen: allowed according to the current laws for public exercises Automatic Distributors: suspended Dining rooms: suspended 	<ul style="list-style-type: none"> Bar and canteen: allowed according to the current laws for public exercises Automatic Distributors: access allowed, with a minimum distance between users of 2 m., with mask obligation 	<ul style="list-style-type: none"> Bar and canteen: allowed according to the current laws for public exercises Automatic Distributors: access allowed, with a minimum distance between users of 2 m., with mask obligation 	All users



HOUSING SERVICES (Collegio Cattaneo, Varese)	<ul style="list-style-type: none"> • Housing: allowed only to resident hosts and authorized residence staff 	<ul style="list-style-type: none"> • Housing: allowed only to resident hosts and authorized residence staff 	<ul style="list-style-type: none"> • Housing: allowed only to resident hosts and authorized residence staff 	Resident users
	<ul style="list-style-type: none"> • Aula Magna: access suspended 	<ul style="list-style-type: none"> • Aula Magna: access suspended but allowed only to resident hosts and authorized residence staff 	<ul style="list-style-type: none"> • Aula Magna: access allowed only to resident hosts and authorized residence staff 	
	<ul style="list-style-type: none"> • Classrooms: : access allowed only to resident hosts and authorized residence staff 	<ul style="list-style-type: none"> • Classrooms: : access allowed only to resident hosts and authorized residence staff 	<ul style="list-style-type: none"> • Classrooms: : access allowed only to resident hosts and authorized residence staff 	
	<ul style="list-style-type: none"> • Study spaces: access allowed only to resident hosts with a number of quota users not exceeding the 25% of the available places with a minimum distance between users of 1 m., with mask obligation 	<ul style="list-style-type: none"> • Study spaces: access allowed only to resident hosts with a number of quota users not exceeding the 25% of the available places with a minimum distance between users of 1 m., with mask obligation 	<ul style="list-style-type: none"> • Study spaces: access allowed only to resident hosts with a number of quota users not exceeding the 50% of the available places with a minimum distance between users of 1 m., with mask obligation 	
HOUSING SERVICES IN RESIDENCES THE UNIVERSITY HAS AGREEMENTS WITH (La Presentazione in Como, Residence Pomini a Castellanza, Condominio LEM a Varese)	<ul style="list-style-type: none"> • access allowed only to resident hosts in compliance with the instructions given by the owners of the residences. 	<ul style="list-style-type: none"> • access allowed only to resident hosts in compliance with the instructions given by the owners of the residences. 	<ul style="list-style-type: none"> • access allowed only to resident hosts in compliance with the instructions given by the owners of the residences. 	Resident users
INTERNATIONAL STUDENTS	International students must, in general, follow the "students"	International students must, in general, follow the "students" protocol, they will	International students must, in general, follow the "students" protocol, they will	Students



	<p>protocol, they will also be required to comply with the provisions of the Italian Ministry of Foreign Affairs www.maeci.it regarding the mandatory quarantine (to be carried out outside the university residences) to which students entering Italy must undergo, from countries indicated by the competent authorities.</p>	<p>also be required to comply with the provisions of the Italian Ministry of Foreign Affairs www.maeci.it regarding the mandatory quarantine (to be carried out outside the university residences) to which students entering Italy must undergo, from countries indicated by the competent authorities.</p>	<p>also be required to comply with the provisions of the Italian Ministry of Foreign Affairs www.maeci.it regarding the mandatory quarantine (to be carried out outside the university residences) to which students entering Italy must undergo, from countries indicated by the competent authorities.</p>	
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1.2 HOW TO ACCESS AND STAY IN THE FACILITIES

1.	<p>Access is precluded to anyone who has had contact, in the previous 14 days, with subjects who tested positive for Covid 19.</p> <p>Access to the facilities will take place with the obligation of a mask, through a single manned gate indicated on site - Any waiting to allow the regular access of users will be allowed in special classrooms with direct access from the outside</p>
2.	<p>At the body temperature checkpoint, wait for your turn to take the temperature, maintaining the distance of 1 m. with mask obligation</p>
3.	<p>Proceed to measure the body temperature by the receptionist</p> <p>➤ Please, note that in case of temperatures above 37.5 ° C, access will not be allowed. The protocol states a stop in a dedicated room and a second measurement after 20 minutes. If the second measurement is higher than 37.5 ° C as well, access to university facilities will not be allowed</p>
4.	<p>Students: show Uninsubria badge / ID document. The departmental secretariats inform the logistic service with the names of the students authorized to attend practical activities (exercises / laboratories / field activities) that cannot be reprogrammed or delivered remotely, according to the forms and methods defined .</p> <p>For other needs (eg access to the library or student secretariats, etc.) the report is managed by the offices (eg bookings via library mail, bookings via Infostudenti for student and educational secretariats, reception).</p>
5.	<p>External users: registration at the reception</p>
6.	<p>Teaching staff, including researchers, PhD students, postdocs and research fellows with University digital identity, will use the "On-site Attendance Management application www.uninsubria.it/gps (GPS): https://www.uninsubria.it/servizi/gestione-presenze-seat-gps to indicate the days scheduled for the access to facilities.</p>
7.	<p>Users housed in residences: follow the instructions issued by the reception staff and those of the 2021 PROTOCOL</p>
8.	<p>Sanitize your hands with the special gel made available</p>
9.	<p>Go to your workstation, always maintaining the minimum interpersonal distance of 1 m with the obligation to always wear a mask; through the corridors always keep the right</p>
10.	<p>Durante la permanenza in Ateneo mantenere sempre la distanza minima interpersonale di 1 m con obbligo di indossare sempre la mascherina, e sanificare ripetutamente le mani con apposito disinfettante During your stay at the University, always maintain the minimum interpersonal distance of 1 m with the obligation to always wear a mask, and repeatedly sanitize your hands</p>

11.	After the activity, go to the exit, maintaining the minimum interpersonal distance of 1 m with the obligation to always wear a mask
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The above procedures must be repeated every time the university facilities are accessed.

Staying in the structures beyond the opening hours, only for essential and limited needs, must always be previously authorized by the respective superior and communicated to sglvarese@uninsubria.it sgl.como@uninsubria.it

1.3 OPENING HOURS

Facilities are open according to the following schedule from Monday to Friday, excluding holidays:

SEAT	FACILITY	RED ZONE		ORANGE ZONE		YELLOW ZONE	
		OPENS	CLOSES	OPENS	CLOSES	OPENS	CLOSES
BUSTO ARSIZIO	VIA MANARA, 7 - Villa Manara	7:45	18:00	7:45	18:00	7:45	19:30
BUSTO ARSIZIO	VIA A. DA GIUSSANO, 12 - Molini Marzoli	7:45	18:00	7:45	18:00	7:45	19:30
COMO	VIA VALLEGGIO, 11 - Torre	7:45	18:00	7:45	18:00	7:45	19:30
COMO	VIA VALLEGGIO, 9 - Cubo	7:45	18:00	7:45	18:00	7:45	19:30
COMO	VIA CASTELNUOVO, 7	7:45	18:00	7:45	18:00	7:45	19:30
COMO	VIA BOSSI - ORIANI, 5	7:45	18:00	7:45	18:00	7:45	18:00
COMO	VIA S. ABBONDIO, 12	7:45	18:00	7:45	18:00	7:45	19:30
COMO	VIA CAVALLOTTI, 5	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
VARESE	VIA RAVASI, 2	7:45	18:00	7:45	18:00	7:45	19:30
VARESE	VIA DUNANT, 3	7:45	18:00	7:45	18:00	7:45	19:30
VARESE	VIA DUNANT, 5	7:45	18:00	7:45	18:00	7:45	18:00
VARESE	VIA MONTE GENEROSO, 71 Settore didattico - Economia	7:45	18:00	7:45	18:00	7:45	19:30
VARESE	VIA MONTE GENEROSO, 71 Colonia Agricola	7:45	18:00	7:45	18:00	7:45	18:00
VARESE	VIA ROSSI, 9 – Padiglione Antonini	7:45	18:00	7:45	18:00	7:45	19:30
VARESE	VIA ROSSI, 9 – Padiglione Rossi	7:45	18:00	7:45	18:00	7:45	18:00
VARESE	VIA ROSSI, 9 – Padiglione Morselli	CLOSED	CLOSED	CLOSED	CLOSED	7:45	19:30
VARESE	VIA VICO, 46 – Villa Toeplitz	7:45	18:00	7:45	18:00	7:45	18:00
VARESE	VIA ROSSI, 9 – Aule Seppilli	CLOSED	CLOSED	CLOSED	CLOSED	7:45	19:30

INSTRUCTIONS FOR THE ACCESS AND USE OF THE STUDY ROOMS

Access to the study rooms is subject to the application of the following behavioral rules:

1. The opening hours are as follows: 8: 00-13: 30 and 14: 30-18: 00
2. During the closing time 13: 30-14: 30 it is not allowed to stay in the facility
3. Access is reserved for students of the University of Insubria with a university card. The card must be shown at the entrance. No other form of document is allowed
4. Upon entry, an identity document must be deposited at the reception
5. Access is only possible through on-site identification and subject to availability of places
6. While staying in the rooms indicated, users are required to comply with the COVID PROTOCOL in force and, in particular, to:
 - occupy exclusively the places that can be occupied
 - do not leave the assigned room



- do not create gatherings
- keep the distance of at least 1 meter
- always wear a mask
- observe the available signs

For any need, the service staff is available

1.4 VIRTUAL DESKS HOURS

The teaching and research service offices will receive students with a virtual desk (via Teams) by appointment via INFOSTUDENTI, as follows:

Orientation and Placement Office	From Mon. to Fri. 9.30 - 11.45 e 14.30 - 16.45 (45' for every meeting, n. 1 virtual desk)
Disabled Service	Mon., Tue. And Thu. 10.00 - 12.00, Fri. 9.30 - 12.00 (30' slot for every meeting, n. 1 virtual desk)
Students Affairs, Como and Varese	Mon. 10.00 - 12.00 Tue. 10.00 - 12.00 Wed. 14.00 - 15.30 Thu. 10.00 - 12.00 Fri. 10.00 - 12.00
Students Services	Mon. And Thu. 10 - 12 Tue and Wed. 14 - 16
International Relations Office	From Mon. To Thu. 9.30 - 12.00, by appointment only via e-mail a erasmus@uninsubria.it

Upon completion of the appointment performed via the virtual desk, in case of actual need and with prior authorization from the Head Officer, an additional on-site appointment can be arranged, which will take place in compliance with the University access, security and logistic requirements, in the immediately following days.

1.5 LIBRARIES

The information services, bibliographic assistance, specialist references, training and supply of documents (in digital format), in support of the University's research and teaching activities, continue to be provided mainly remotely.

To ensure the safe access of a single user at a time, an appointment calendar has been prepared consisting of 20-minute slots in order to plan up to a maximum of 3 appointments / hour per library

The services to the users are provided by the staff of the University Library System assisted by external operators.

Back office activities (administrative and accounting management, acquisition workflow, evolutionary maintenance and assistance on the use of ALMA systems and the discovery tool for access to documentary resources, updating of bibliographic and administrative data of electronic collections and paper, as well as



the activity of information and bibliographic assistance (Reference, Information Literacy and the production of guides and tools to support the use of bibliographic resources) are conducted in mixed mode, partly on-site and partly remotely, according to an agreed schedule with the Directorate of the Library System on a weekly basis.

The booking service via Insubre is active for books borrowing according to the booking / appointment system managed through the mailbox of each library

New digital borrowing services for texts aimed in particular at students have been activated through the Insubria and Pandoracampus Online Media Library Portal.

To meet the information and research needs of students and teachers, and under the prescribed security conditions, the borrowing services of texts on paper, photocopies and prints are available by appointment only.

The adoption of devices for sanitizing books, installed in the four libraries belonging to the Library and Document Services Area, makes it unnecessary to quarantine the volumes.

Borrowing service, photocopies and prints

To ensure the safe access of a single user at a time, a single calendar of appointments will be set consisting of slots of 20 minutes to meet the requests for borrowing and reproduction of the material.

Consultation and study service

See the Protocol.

The calendar of appointments for booking study places in the library, specifically identified to guarantee the necessary safety distance, will include slots of a duration ranging from a minimum of 60' to a maximum of 240' per user, within the library service hours.

Opening hours

borrowing, photocopies and prints service

Como	Library of Sciences	From Mo. To Fri. 9am-5.30pm
Como	Library of Law and Human Sciences	From Mo. To Fri. 9am-5.30pm
Varese	Library of Economics	From Mo. To Fri. 9am-5.30pm
Varese	Library of Medicine and Sciences	From Mo. To Fri. 9am-5.30pm

Consultation and Study service

Como	Library of Sciences	From Mo. To Fri. 9am-5.30pm
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Varese	Library of Medicine and Sciences	From Mo. To Fri. 9am-5.30pm

Online Services

Como	Library of Sciences	From Mo. To Fri. 9.30am-4.30pm
Como	Library of Law and Human Sciences	From Mo. To Fri. 9.30am-4.30pm
Varese	Library of Economics	From Mo. To Fri. 9.30am-4.30pm
Varese	Library of Medicine and Sciences	From Mo. To Fri. 9.30am-4.30pm