

Measures for the prevention and management of the Covid-19 Epidemiological Emergency – Update March 10th 2020

Following the Presidential Decree (DPCM) of March 9th, and having taken vision of the proposed measures for the prevention and management of the Covid-19 Epidemiological Emergency, the Rector Giovanni Betta notifies the following:

To all the academic community

In accordance with the Presidential Decree (DPCM) of March 9th 2020, I am notifying everyone of the principal regulations adopted by our university with effect from the present date. As you can see, the situation is in constant dynamic evolution and requires everyone's full collaboration and comprehension, which I am sure I can rely on.

Regards,

Giovanni Betta

Lessons

In-presence lessons for 1st level degree courses, Master Degree courses and Single Cycle Master Degree courses **are suspended until April 3rd**. The university professors will distribute course material on Google Classroom. The Google Classroom course codes are available on:

<https://www.unicas.it/didattica/innovazione-della-didattica/google-apps-for-education.aspx>

All the course codes will be uploaded

Information concerning procedures for video-lessons (remote lessons) of the 2nd Semester courses for 2019/2020 will be indicated on the same internet portal. The term video-lesson covers lessons with the participation of both students and teachers and also commentary presentations that can be discussed with the students at arranged times. Interaction with the students will be mainly concentrated during the official lessons timetable so as to avoid an overlap with other degree courses of the same year level.

The video-lessons will be delivered on Google Meet, unless diversely specified by the teachers. Tutorials on how to use Google Meet and how to produce commentary presentations are available at:

<https://www.unicas.it/didattica/innovazione-della-didattica/tutorial.aspx>

Teachers needing assistance can contact the CASI at the following address:

assistenzagoogle@unicas.it

Considering the length of the restraining measures, it is necessary that the university teachers proceed to carry out their teaching activities off-campus/online in order to avoid disruption of the students' educational process.

Front Desk Office Hours for students

With the exception of special cases, front desk in-presence activities for students **are suspended until April 3rd**. Teachers should adopt adequate measures to facilitate a distance service by using off-campus/online methods or the tools available on the Google Suite platform (Forums, Chats etc.)

Master Courses, Advanced Training Courses, Doctoral Courses

The lessons should be conducted **off-campus/online**. It is necessary to observe the scheduled timetables.

Doctoral Research

Research activities may continue as planned in accordance with the health and hygiene precautions established by the Ministerial Decree (DPCM).

Doctoral and Masters Final Tests

The Doctoral and Masters Final Tests scheduled to take place during the suspension period may be carried out using **off-campus/online means**. The Commission may convene by video-conference.

Internships All internships, both internal and external, **are suspended until April 3rd**.

Graduation Sessions

Graduation sessions will take place **online** following precise schedules that will shortly be published. The exam commissions will convene in presence on the university premises, except for justified motivations.

At the end of the emergency, a ceremony will be organized to highlight this special occasion for the students and their families.

Final Exams

Final exams must be carried out **using distance methods** (ensuring the necessary means to guarantee the required disclosure). The exam commissions will convene in presence on the university premises, except for justified motivations.

As regards the online methods, every student who has signed up for an exam will be invited by a member of the Commission to participate in the exam session using Google Meet. After a role-call to verify the actual number of students present, the Commission will open the exam session and will call the students to take the exam following an appropriate order. **The candidate's identity** will be checked through presentation of an ID document.

Erasmus Mobilty

Until further notification, there will be the **suspension** of all the activities of external mobility to European and international universities and companies scheduled under the Erasmus+ 2019/2020 calls for tenders.

This order, in line with the measures adopted by the Italian government and the indications given by the Italian National Erasmus+ Agency, have been issued to safeguard students in external mobility by avoiding difficulties concerning both the risk of contracting infections and also technical issues of expatriation. Those involved are invited to contact the International Relations Office to evaluate necessary actions relating to the present order.

Libraries

Public access to the libraries **is suspended until April 4th**. *Back-office* activities will continue using the precautionary measures indicated by the President of the Council of Ministers. Services requested by the public will be supplied by off-campus/online means.

Student and Teaching Administrative Offices and other offices dealing with the public

Front-office in-presence activities of all the Administrative and other various offices that deal with the public **are limited to those that are strictly necessary**. However, these activities will continue by adopting the precautionary measures indicated by the President of the Council of Ministers. Services requested by the public will be supplied by off-campus/online means.

Cultural Events, Conferences, Press Reviews

All cultural events open to the public (conferences, press reviews etc) **are suspended until April 3rd**.

Public Selection Procedures

Procedures for Public Selections **are suspended until April 3rd**, with the exception of cases where the evaluation of the candidate is carried out on the basis of their curriculum and /or through off-campus/online means. The new agenda of meetings and interviews cancelled during the suspension period must be published with adequate notice and, moreover, within the limits of the period of advance notice set out by the University regulations, ensuring adequate information for those involved through publication on the university website.

Various indications for Technical and Administration Staff

The Presidential Decree has not called for the suspension of work activities therefore journeys related to work necessities are authorized. It is possible to reach your workplace regardless of where the journey originates. In order to prove the necessity of work-related journeys, the University employees should travel with their University ID documents or self-certification documents.

In view of this, in order to reconcile public safety interests with administrative continuity, it is possible to favour flexible working activities allowing job performance through Smart Working methods (upon request and with the authorization of the individual office supervisors as well as the senior supervisors) which must be notified to the Personnel Offices for Technical, Administrative and Library Staff. The senior supervisors, in addition to favouring the aforementioned flexible work methods, **are asked to encourage staff to make use of paid holidays or paid leave** authorized by the present Collective Agreement taking care to ensure the necessary functionality of the offices.

Each office must give notification of one or more e-mail addresses that are guaranteed during its opening hours.

Recommendations

These are the principal recommendations issued by the Ministry of Health, which aim to reduce exposure to and limit the transmission of diseases and which include hand and respiratory hygiene.

1. Wash your hands frequently
2. Avoid close contact with people suffering from acute respiratory infections
3. Do not touch your eyes, nose and mouth with your hands
4. Cover your mouth if you sneeze or cough
5. Do not take antiviral medication or antibiotics unless prescribed by a doctor.
6. Clean surfaces with chlorine or alcohol based products
7. Use protective face masks only if you suspect you are ill or if you are assisting people who are ill
8. Products that are MADE IN CHINA or parcels coming from China are not dangerous
9. Call the available numbers. Do not go to hospital Emergency Units
10. Household animals do not transmit the coronavirus infection

The Lazio Regional Ordinance orders anyone who has entered, is entering or will enter the Lazio region from the “red areas” to notify these circumstances to the freephone number **800.118.800**. The ordinance enforces home quarantine, a ban on journeys and trips and that the person remains available for possible controls until the evaluation of the department of prevention.

Principal legislative references

DPCM 09.03.2020 Measures to contrast and contain the Covid19 virus on the whole national territory

DPCM 08.03.2020 Measures to contrast and contain the Covid19 virus on the whole national territory

DPCM 04.03.2020 Measures to contrast and contain the Covid19 virus on the whole national territory

Ministry of Education, University and Research Note 05.03.2020

Lazio Region Ordinance 08.03. 2020 Measures for the prevention and management of the Covid19 Epidemiological Emergency

Ministry of Health Covid19 FAQs