



Università
Ca' Foscari
Venezia

UNIVERSITY GUIDELINES FOR CONFERENCES, SYMPOSIA AND SIMILAR EVENTS

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INTRODUCTION

This document, drawn up by the Risk Management and Protection Service and the Venue Management Unit, ACPIC - Cultural Promotion Office of the Ca' Foscari University of Venice, contains the organisational, prevention and protection measures, as well as simple rules for users, to reduce the risk of transmission of Covid-19 at events such as symposia, conferences and similar.

In recent months, It has been impossible to undertake activities in person due to the COVID-19 pandemic that has affected the whole world. Should the spread of the virus slow down, we may, with caution, be able to resume events attended in person, applying all the measures to prevent transmission required by the legislation in force.

These guidelines are given by way of example only and are not exhaustive; they may be subject to changes and additions depending on the updating of regulatory provisions, which are in turn linked to the dynamics of the spread of the virus.

The guidelines provided here are of a general nature and essentially represent a list of criteria to be observed in individual situations. They take into account the current knowledge of the characteristics of the SARS-CoV-2 infection and its impact on communities, which, as is known, is subject to updating as new scientific evidence emerges. Among the various prevention and containment measures to combat the spread of the infection, we consider in particular the rules of behaviour, social distancing and contact tracing in the event of a positive case.

These guidelines are also in continuity with the national guidelines, in particular the protocol shared by the social partners and approved by Prime Ministerial Decree of 26 April 2020, as well as with the general guidelines referred to in the technical documents produced by INAIL (National Institute for Insurance against Accidents at Work) and the *Istituto Superiore di Sanità* (National Health Institute) with the main objective of reducing the risk of infection for individuals and the community in all production and economic sectors.

In this context, the corporate prevention system consolidated over time according to the architecture envisaged by Legislative Decree no 81 of 9 April 2008 forms the natural framework to support the integrated management of the risk associated with the current pandemic. In any case, only the conscious and active participation of each individual user and worker, with a full sense of responsibility, can make the difference, not only for the specific business, but also for the community.

It is understood that, on the basis of the evolution of the epidemic, the measures outlined may be subject to changes, even becoming more restrictive.

COVID-19 RISK MANAGEMENT MEASURES FOR CONFERENCES AND SIMILAR EVENTS

The following virus containment measures are envisaged, including both preventive and protective actions.

The well-known **behaviours to prevent transmission**, which are now widespread and shared, are reiterated:

- ✓ Keep at a social distance of at least one metre
- ✓ Avoid hugs and handshakes
- ✓ Avoid touching your eyes, nose and mouth with your hands
- ✓ Cough and sneeze into a disposable tissue or into the crease of your elbow
- ✓ Wash your hands frequently and thoroughly with soap and water, or alternatively use hand sanitisers
 - ✓ Face masks must be worn both indoors and outdoors in all areas of the university.
- ✓ In case of high temperature (over 37.5 °C) or other flu-like symptoms (cough and/or sore throat and/or cold), stay at home and call your GP or the numbers indicated by your regional health authority.

The measures relating to University buildings and to **specific activities within the framework of conferences, symposia or similar initiatives** are given below.

- ✓ **Access to the university - use of PPE:** you must wear a **face mask** to enter university premises (use of filtering facepieces with valve is forbidden), which must be and for the full duration of your time in the university, and you must have your temperature taken before entering, with access denied to anyone with a temperature > 37.5 °C.
- ✓ **Distancing:** during activities in the university rooms, you must respect the **social distancing** rule of 1 metre and wear a face mask at all times. Speakers must always wear a mask during the speech if the distance of 2 metres is maintained both from those seated in the first row of seats and from the other speakers at the same table.
- ✓ **Revised room capacity:** rooms have a **reduced capacity** compared to the usual numbers, to ensure social distancing. This new capacity shall be the same as the maximum number of participants permitted (including staff and organisers). The organiser shall be responsible for enforcing this new limit in numbers and must ensure that only the authorised seats are occupied. The organiser shall also be responsible for organising the activities within the space in such a way that at all stages (entry, registration, event participation, exit) there is the guarantee of at least 1 metre between people, avoiding all forms of gathering.
- ✓ **Disinfection devices:** university rooms have a **sanitising gel** dispenser at the door, which all guests must use to sanitise their hands before entering. We recommend that the organisers place additional dispensers at various points around the room. Frequent use of hand sanitisers is recommended for both guests and staff.
- ✓ With regard to the management of the heating and cooling systems, please refer to the “Guidelines for the use of aeraulic systems” which is part

of the documentation under "Coronavirus: updates on all academic activities." available at the following link:

https://www.unive.it/pag/fileadmin/user_upload/comunicazione/cafoscarinews/documenti/Documento_su_impianti_aeraulici_rev_ING__1_.pdf

- ✓ **Multimedia equipment and devices:** the devices and equipment available to speakers, moderators and listeners (e.g. microphones, keyboards, computer mouses, laser pointers, etc.) must be disinfected before first use, making sure that the power is disconnected beforehand. They must then be adequately protected for each use.
- ✓ **Information and signs:** the organisers must prepare **information notices** on the prevention measures, which must also be clear for event participants from other countries, both with the aid of specific signs and posters and/or audio-video systems and by assigning specific persons in charge of supervising and encouraging compliance with prevention measures, including appealing to the visitor's sense of responsibility.
- ✓ **Booking and registration:** organisers must **promote the use of digital technologies** for automated organisation and participation procedures (e.g. booking system, entry register, evaluation and satisfaction tests, delivery of certificates of attendance, etc.) in order to avoid gatherings.
- ✓ **Participant attendance register:** in compliance with privacy rules, **attendance registers** are kept for a period of 14 days. Only allow access to participants who have registered correctly.
- ✓ **Information materials and gadgets:** the distribution of information, promotional materials and gadgets should be avoided. Where necessary, self-service displays should be used.
- ✓ **Sanitising rooms/spaces:** spaces are sanitised daily; however, if the planned activity lasts for longer than half the day, the organisers must request, at their own expense, extra cleaning and disinfection of all the spaces and equipment, with particular focus on common areas and surfaces most frequently touched (handrails, light switches, elevator buttons, door and window handles, etc.).
- ✓ **Toilets:** external personnel and visitors to the University must only use the toilets allocated to them and duly indicated with signs ("Toilets for external visitors").
- ✓ **Using the elevator:** use of the elevator is not recommended. If necessary, use by one person at a time is permitted.

OPERATING PROCEDURE

BEFORE THE EVENT:

The [University information notice](#), containing the health and hygiene rules to be adopted during the event, must be sent to all the participants, who must agree to the rules and undertake to respect them, completing the forms published in Italian on the page [Covid-19 : informazioni per docenti e staff](#). We recommend adopting an advance booking procedure to facilitate attendance registration.

DURING THE EVENT:

- ✓ Participants should be reminded of the rules to prevent virus transmission, both by the moderator during the event and by means of suitable signage.
- ✓ To ensure compliance with social distancing regulations, we recommend organising precise timing of the event to prevent possible gatherings: for example, for registration/entry and for breaks (e.g. reception desk, toilets, etc.).
- ✓ The staff must show the guests which toilets they can use.
- ✓ The staff must clearly inform guests that they may not enter other areas of the university. The only authorized entrance is the one closest to where the event is held.
- ✓ Cloakroom services are not recommended. Should this service be necessary, clothing and personal items must be placed in special garment bags.

GUIDELINES FOR THE STAFF/ORGANISERS:

- ✓ Organise a registration/booking procedure, preferably online.
- ✓ The programme must take into account an adequate break for intermediate sanitation operations if the event lasts for longer than a half-day.
- ✓ Organise shift work for setting up and dismantling equipment and material, in compliance with social distancing regulations.
- ✓ Waste must be collected according to the university instructions found in the individual buildings.
- ✓ The organisers must wear a clearly displayed identification badge.
- ✓ Makes sure that only persons previously identified and/or authorised enter the event;
- ✓ Organise officers to monitor areas where queues or gatherings may form, to ensure compliance with the minimum distancing of 1 metre;
- ✓ The use of respiratory protection face masks is compulsory in all indoor and outdoor areas of the university. It is recommended that an additional supply of replacement masks be made available for guests and staff who may need a new one (e.g. in case of tearing).
- ✓ Supervise the correct use of microphones, which must be sanitised for each use, according to the University regulations for the different rooms.

Event Reception area:

This area is subject to greater risk of gatherings. We recommend careful evaluation of its positioning in order to prevent this risk. We remind you of the following:

- ✓ Collect self-certifications in advance.
- ✓ Only allow access to participants who have registered correctly.
- ✓ Ensure a distance of at least 1 metre between guests during registration.
- ✓ Tick off the actual attendance alongside the reservation. The daily attendance register is to be kept for a period of 14 days, guaranteeing compliance with the personal data protection legislation .
- ✓ Do not produce forms, print-offs and other material to be handed out.
- ✓ Where hand-outs are essential, prioritise the use of self-service systems with hand sanitiser to be used before collection.
- ✓ The use of shared coat hooks/rails should be avoided. A cloakroom service, to be organised and paid for by the organiser, can only be provided if physical separation is guaranteed through the use of disposable hangers and bags, in which users must place their garments before handing them in. The garment must be returned bagged to the user and a special waste collection point organised for the disposable hangars and bags.

Exhibition/Stand area

Where applicable, some brief specific notes are given below.

- ✓ Exhibiting companies and visitors must comply with the mandatory health and hygiene rules set out in the University Plan and summarised above: we recommend providing a sanitiser dispenser for each stand.
- ✓ When setting up, the layout must offer corridors that guarantee social distancing both for those who stop at the stand and for those passing by.
- ✓ Stands must not have any open space that can be shared with neighbouring stands.
- ✓ 1 exhibitor/1 visitor is allowed per 5 square metres of space.
- ✓ Materials and gadgets must be packaged and distributed via self-service procedures subject to prior compulsory hand sanitation.
- ✓ Special officers must be assigned to monitor the exhibition area.

Catering/coffee station area

In general, catering and other forms of providing food are not recommended. We recommend you consider using catering establishments outside the University.

Should you decide to organise catering, you must remember to book spaces large enough to allow distribution and consumption in compliance with the 1 metre distance requirement, taking into account the impossibility of self-service catering.

The catering options include lunch boxes or organising tables in special areas, where guests can be served by the catering company. The company providing the catering service, subject to prior approval, must comply with the specific rules for the catering sector.

We recommend that organisers assign officers to monitor the area, in order to avoid gatherings.

Poster area:

Where applicable, some brief specific notes are given below.

- ✓ E-posters: where possible, prioritise the use of e-posters with PC stations for viewing at the event, spaced at least 2 metres apart;
- ✓ Classic posters with panels: organise a minimum distance of 1 metre between posters and distance between rows of at least 3 metres;
- ✓ Information on the rules for viewing posters must be properly advertised/explained in the dedicated poster area and/or communicated in advance.

DELIVERIES

A timetable must be established for the delivery of materials in order to establish times compatible with event activities, avoiding multiple deliveries during an event or the presence of a large number of suppliers/materials at the same time.

REGULATIONS FOR EXTERNAL COMPANIES:

Users from outside the University must comply with the same rules indicated for University staff found in the [University Information Notice](#) and in the Containment Plan. To access the university, external users must also complete and sign the self-certifications published in Italian on the [website page dedicated to the emergency](#).

INFORMATION FOR TRAVELLERS/PARTICIPANTS COMING FROM ABROAD

Check the directives issued by the departure country and regularly check the relevant notices for the latest updates.

Provide support to event participants and speakers in relation to the regulations in force in Italy for people coming from/going to EU and non-EU countries, including directing them to the websites with information on the countries concerned and the relative legislation.

Read/listen carefully to information from carriers on travel tickets, in the case of purchases/refunds for travel and/or airline tickets.

REFERENCE WEB PAGES

We recommend you visit the following institutional web pages on the Covid-19 pandemic:

- University page in Italian [Covid-19 : informazioni per docenti e staff.](#)
- In Italian, [Regione Veneto](#)
- In Italian, [Ministry of Health](#)
- [World Health Organization \(WHO\).](#)