



Operational guidelines by the General Director

Dear Colleagues,

Following the provisions of the Prime Minister's Decree of 8 March 2020, please find below some guidelines on recommended behaviour:

1. Tomorrow the University will be open. There are no restrictions for people going to work or returning home after work.
2. All services that may expose staff to contagion risk will be suspended until 3 April, unless otherwise provided. Student registrars, library services and any other front offices will be closed to the public.
3. All office activities shall be carried out online, where possible. Divisional managers will give specific instructions to ensure online operations. In compliance with the general purposes set out by the Prime Minister's Decree of 8 March 2020, aimed at minimising the circulation of people throughout the territory, divisional managers will assess, in agreement with General Management, which activities can be performed online. Remote work should be organized on a rota basis.
4. All those who intend to apply for smart working shall agree on a daily work schedule with their manager, and provide a detailed report of activities.
5. All meetings should be held remotely (by phone, email, Skype, etc.), if possible. Any urgent meetings that cannot be held remotely must take place in large and ventilated rooms, in compliance with safety rules, providing for a distance of at least 1 meter between attendees.
6. Until 3 April 2020, the University provisionally and exceptionally defines as essential services:
  - Rector's Office and General Management activities
  - ICT, CTU and ICT security sector activities
  - Safety, Sustainability and Environment activities
  - Student registrar activities
  - Caretaker and janitor services, limited to authorized buildings and accesses
  - The activities of other offices, if deemed essential to ensure basic services by the respective Manager, in agreement with the General Director.
7. Smart working is exceptionally extended until 3 April on a daily basis, according to the current procedures. Technical, administrative and library staff may use accrued annual leave, pursuant to art. 1 e) of the Prime Minister's Decree. As for staff providing essential services as defined in point 6) above, leave will be granted without prejudice to essential services.
8. We are working on new provisions to extend the eligibility for remote work to more staff. Please check the website for updates in the next few hours.

Thanks everyone for your contribution and your sense of responsibility in this difficult situation.

Best Regards,  
Roberto Conte