



To all teaching, administrative, technical and library staff
To all students

Re: Operating circular on the green pass requirement for University staff, students and self-employed or contract workers

Dear All,

As previously mentioned in the circular dated 23 August 2021, Law Decree no. 111 of 6 August 2021 requires university staff (faculty members as well as administrative, technical and library staff) and students to hold and, if required, show a Covid-19 certificate (hereinafter "**green pass**").

Please note that green passes are issued, with different validities, to:

- a) Vaccinated individuals;
- b) Those who tested negative for SARS-COV-2 (rapid antigen or molecular test)¹;
- c) Those who recovered from Covid-19² over the last six months.

At this time, the green pass requirement for university staff and students applies to the period **1 September - 31 December 2021**, currently the end of the state of emergency.

Noncompliance with the law would result in sanctions being imposed on both the University and the offender(s). For the purposes of the proper and consistent enforcement of the new provisions, we outline below some operating guidelines to strictly abide by.

Students

1. Access to campus and use of university services

Access to **open** spaces (e.g. courtyards, gardens, external porches, outdoor parking areas, etc.) is **unrestricted**. Standing in, or walking through, these areas is permitted as usual, with no green pass requirements.

Access to **closed** spaces (e.g. teaching facilities, classrooms, laboratories, study rooms, libraries and reading rooms, administrative offices, cafeterias, coffee/snack bars, internal bookshops, halls of residence) is allowed **only** under the following conditions:

- a) **Wearing a protective mask, except for those with underlying diseases or disabilities which prevent them from using such devices;**
- b) **Holding a green pass³;**

¹ Please note that the test may be taken in any of the pharmacies that subscribed the Memorandum of Understanding between the Ministry of Health, the Extraordinary Commissioner for the implementation and coordination of containment and control measures against the Covid-19 epidemiological emergency, Federfarma, Assofarm and FarmacieUnite, pursuant to art. 5 of Law Decree no. 105 of 23 July 2021.

² Visit the government website <https://www.dgc.gov.it/web/faq.html#pguarite> for information on the green pass.



- c) Body temperature not higher than 37.5° and no respiratory symptoms;
- d) Keeping a safety distance of at least one meter from each other.

The green pass requirement for the purposes of accessing closed spaces applies to all students, including **doctoral students, postgraduates, postdocs, fellows, trainees, upcoming graduates, graduate students.**

There is no green pass requirement for those who are **exempt** from vaccination, based on medical evidence produced in compliance with Ministry of Health circular of 4 August 2021, subject to any further provisions.

2. Checks

All students are required by law to show their green pass, where required by University staff in charge of checks.

Green passes will be checked on a **random basis**.

Pursuant to the law, any fraud or abuse in relation to the requirement to hold and show a Covid-19 certificate shall be reported to the competent Authorities, and the required statutory measures shall be taken.

3. Participation in educational and curricular activities for students without a green pass

As specified in the Rector's Decree of 23 August 2021, students without a green pass will be allowed to follow classes only through online streaming services.

For sitting exams and taking part in other curricular activities in person, a green pass is required by law.

Teaching, technical, administrative and library staff

1. Access to campus

Staff access, **including contract staff**, to **open** spaces (e.g. courtyards, gardens, external porches, outdoor parking areas, etc.) is **unrestricted**. Standing in, or walking through, these areas is permitted as usual, with no green pass requirements.

Access to **closed** spaces (e.g. teaching facilities, classrooms, laboratories, study rooms, libraries and reading rooms, administrative offices, cafeterias, coffee/snack bars, internal bookshops, halls of residence) is allowed **only** under the following conditions:

- a) Wearing a protective mask;
- b) Holding a green pass, to be shown if required;
- c) Body temperature not higher than 37.5° and no respiratory symptoms;
- d) Keeping a safety distance of at least one meter from each other.

³ For Italy, it is issued both after the first shot and upon completion of the vaccination cycle - see <https://www.dgc.gov.it/web/che cose.html>



2. Regulatory provisions

With Law Decree no. 111 of 6 August 2021, the Government introduced the requirement for all university staff to hold a **Covid-19 certificate**.

This requirement applies to all university staff, including faculty members and technical, administrative and library staff, with the exception of those who are exempt from vaccination, based on medical evidence produced in compliance with Ministry of Health circular of 4 August 2021, subject to any further provisions.

Law Decree no. 111/21 specifies that school and *university staff who fail to hold or show their green pass will be considered unexcused absentees; starting from the fifth day of absence, the employment relationship will be suspended and no salary or other form of compensation will be due* (art. 1, paragraph 6 of Law Decree 111/21, introducing a new article, art. 9-ter, into Law Decree no. 52/21).

3. Green pass requirement

University staff, including contract staff, who, as of 1 September 2021, do not hold a green pass may not under any circumstances work in person.

We reiterate that this provision reflects a legal obligation to protect public health and safety. Therefore, working in person without a green pass, or failing to show the green pass where required, is a breach of law and it will result in sanctions being imposed on both the offender and the organization. Holding and/or showing false or other people's certificates are criminal offenses, and shall be reported to the competent Authorities for the required statutory measures to be taken.

No green pass will be required for remote working (including teaching, seminars, meetings, other online educational activities, teleworking, working from home), if authorized, in compliance with the General Manager's Provision of 28 July 2021.

Starting from 1 September 2021, staff who do not work in person because they do not have a green pass will be considered unexcused absentees, unless previously authorized by their manager to work remotely, or excused pursuant to any suitable contractual institution. Pursuant to the law, starting from the fifth day of absence the employment relationship will be suspended and no salary or other form of compensation will be due.

4. Checks

Pending the option of using the national control platform that will be made available by the Ministry of University and Research (MUR), the University, through the designated Salary, Benefits and Independent Contractor Division, will collect from all staff a **self-certification of meeting the green pass requirement**, except in cases of exemption.

For this purpose, the ICT Division has made available a dedicated online procedure at: <https://work.unimi.it/rlavoro/provvedimenti-covid.htm>. The Administration will collect all self-certifications and perform any checks, if required, in compliance with privacy and data protection regulations.

University staff must submit the self-certification form before 1 September and, in any case, before returning to work in person.

Failure to submit the form, making false statements, or failure to hold a green pass, except in cases of exemption, will result in the Administration being forced to take measures affecting the employment relationship, pursuant to the law.



For the purposes of staff attendance management and control, the head of the Salary, Benefits and Independent Contractor Division is appointed as "General Manager's Representative" in compliance with Law Decree no. 111/21.

Checks will be carried out in compliance with privacy rules and regulations, and the data contained in the Covid-19 certificate will be processed exclusively for statutory purposes.

Employees of contractors and subcontractors

Employees of contractors and subcontractors working on University premises must hold and, if required, show a green pass.

The heads of the University units who manage contractual relationships with contractors and subcontractors are required to promptly notify them of these provisions and to ensure compliance with legal obligations.

Participation in conferences, exhibitions and events

All participants in conferences, seminars, meetings, exhibitions and events that take place inside the University must hold and, if required, show their green pass. This requirement also applies to meetings organized by students.

A new Prime Minister's Decree (DPCM) is expected in the coming days, which should provide greater clarity on how to ensure compliance with green pass requirements for university staff.

Please pay the utmost attention to these operating guidelines, which reflect legal obligations, and be ready to cooperate for their proper and consistent application.

Thank you and best regards,

Milan, 30 August 2021

The Rector
Elio Franzini

The General Manager
Roberto Conte